

REQUEST FOR PROPOSAL #2007-001

FOR

**Architectural and Historical Nonprofessional Services for
the Survey and Cost Share Program for the Department of
Historic Resources**

ISSUED BY

THE COMMONWEALTH OF VIRGINIA

**Department of Historic Resources (DHR)
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803**

REQUEST FOR PROPOSAL
RFP #2007-001

Issue Date: Wednesday, February 7, 2007

Title: Architectural and Historical Nonprofessional Services for the Survey and Cost Share Programs for the Department of Historic Resources

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

Location Where Work Will Be Performed: Various Locations, See Attached Projects

Period of Contract: From: Date of Award through Friday, June 13, 2008.

Sealed Proposals will be received until **4:00 PM, Friday, February 23, 2007**, for furnishing the services described herein.

All inquiries for information should be directed to:

Mrs. Jennifer Mayton
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803
Phone number: (804) 862-6408
Jennifer.Mayton@dhr.virginia.gov

PROPOSALS MUST BE MAILED OR HAND DELIVERED TO:

Mrs. Jennifer Mayton
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803
Phone number: (804) 862-6408
Jennifer.Mayton@dhr.virginia.gov

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

_____ Zip Code _____

FBI/FIN NO: _____

E-mail: _____

Dunn and Bradstreet No. : _____

Date: _____

By: _____

(Signature in Ink)

Name: _____

(Please Print)

Title: _____

Phone No. _____

Fax No. _____

Size of Business (check one): ☐ Small

☐ Large

Minority-Owned (check one): ☐ Yes

☐ No

Women-Owned (check one): ☐ Yes

☐ No

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I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish contracts through competitive negotiation for the purchase of services to conduct several Cost Share projects, see attachments for details, by the Commonwealth of Virginia's Department of Historic Resources (DHR).

II. BACKGROUND:

DHR is responsible for the identification, evaluation and protection of historic resources throughout the Commonwealth. In order to work cooperatively with local governments toward these goals, DHR administers the Cost Share Program for the purpose of establishing agreements for local historic resource documentation and planning projects. The Cost Share Program has been designed to promote local and regional documentation and planning efforts and responds to Executive Memorandum 1-91, which requires agencies to reduce administrative burdens imposed on local governments in the management of state financial assistance programs.

In July of 2006, DHR issued a Request for Applications (RFA) to all Virginia localities and Planning District Commissions (PDC), to submit applications to DHR for Survey and Planning Cost Share Program funding for the 2006-07 cycle. The Cost Share program allows project costs to be shared between DHR and the local government or PDC. Eligible projects encompass a broad range of survey and planning activities that include a survey and/or Virginia Landmarks Register and National Register of Historic Places component, and address historic resources through identification, documentation, evaluation, and preservation planning activities consistent with the responsible stewardship of historic resources.

Following review of the applications submitted in response to the RFA, research and evaluation of project requirements, and consultation with local governments and PDCs receiving awards for the 2006-07 program cycle, DHR prepared project scopes of work for issuance in this RFP. All administrative functions of the projects posted in this RFP will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the projects to ensure that products resulting from the projects meet the needs and requirements of the participating local governments and PDCs and DHR, and that project services and products are accomplished and delivered in a timely manner.

III. STATEMENT OF NEEDS:

Please see each individual attached project to obtain that project's specific statement of needs.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, offerors must submit a complete response to each attached scope of work, that the offeror wishes to submit a proposal for, contained in this RFP. One original, so marked, and five (5) copies of each proposal must be submitted to DHR. The offeror shall make no other distribution of the proposal.
2. Proposal Preparation:
 - a. The proposal(s) shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in the agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. The proposal(s) shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis must be placed on completeness and clarity of content.
 - c. Each copy of the proposal(s) must be bound or contained in a single volume where practical. All documentation submitted with the proposal(s) must be contained in that single volume.
 - d. Ownership of all data, materials and documentation originated and prepared for DHR pursuant to the RFP shall belong exclusively to DHR and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342 of the *Virginia Public Procurement Act* prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
3. Oral Presentation: Offerors who submit a proposal(s) in response to this RFP may be required to give an oral presentation of their proposal(s) to the DHR. This provides an opportunity for the offeror to clarify or elaborate on the proposal(s). This is a fact finding and explanation session only and does not include negotiation. The DHR will schedule the time and location of these presentations. Oral presentations are an option of the DHR and may or may not be conducted.

B. SPECIFIC PROPOSAL REQUIREMENTS:

Proposal(s) must be as thorough and detailed as possible so that the DHR may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal(s):

1. The return of the RFP cover sheet, pricing schedule and addenda, if any, signed and filled out as required. **(This constitutes the State form).**
2. The format of each proposal must contain the following elements organized into separate chapters and sections, as the offeror may deem appropriate:

- a. **Approach and Workplan:** The proposal(s) must address, in depth, the offeror's plan to meet the requirements of each of the tasks and activities outlined in the Statement of Needs of this RFP. The workplan must discuss the staffing level(s) required to complete each task, as well as the relative effort that each member of the proposed project team will devote to the project. The workplan also must include a task-by-task schedule of the time required to complete the project. Workplan steps should be supported by the proposed hours the offeror agrees to commit to the project.
- b. **Management Plan and Timetable:** The offeror must present a plan that clearly explains how it will manage and control all proposed activities and the resulting timetable. The firm must explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed.

This section should set forth beginning and ending dates, deliverables, and major milestones for a proposed timetable that coincides with the proposed workplan.

- c. **Project Team Qualifications and Experience:** This section must include the qualifications of the staff the offeror will assign to this project once selected. At a minimum, the proposal shall:
 1. Designate a Project Manager.
 2. Include the organization, functional discipline, and responsibilities of project team members.
 3. Provide a complete resume or description of each team member's education, professional experience, length of time employed by the offeror and/or a subofferor.
 4. Personnel named in the proposal shall remain assigned to the project

throughout the period of the contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval of the DHR.

5. The offeror shall clearly state if it is proposing to subcontract any of the work herein. Names of subofferors are to be provided and by proposing such firm(s) or individuals, the offeror assumes full liability for the subofferor's performance.
- d. Firm Experience and Capabilities/References: The purpose of this section is to provide an overview of the offeror's company, plus the offeror's commitment to the services set forth in this RFP.
1. Summarize the organization structure and size of the company plus its date of organization and current principal place of business.
 2. Outline and briefly discuss the scope of services provided and the approximate percentage of the total business devoted to the type of services requested in this RFP.
 3. The offeror must specify, in a similar manner with references, etc., the qualifications of any subofferors to be used in this proposed project.
 4. Include a list or describe representative clients served, both nationally and by the local office focusing on clients similar in size and complexity to the City.
 5. Provide the current name, address and telephone number of at least three (3) specific references the company has served either currently or in the past two years; preferably those where one or more members of the project team provided the same or similar services as requested herein.

Each reference should indicate the scope of services provided to each referenced client.

- e. Proposed price.

V. EVALUATION AND AWARD CRITERIA:

- A. Award: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting a proposal(s) on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s), which, in its

opinion, have made the best proposal(s), and shall award the contract to those offerors. The DHR may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359, *Code of Virginia*.) Should the DHR determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the offeror's proposal as negotiated. The DHR will award each line item or project separately and reserve the right to award multiple line items or projects to one vendor.

To ensure that all the work is accomplished within the specified time frames, the DHR reserves the right to limit the number of contracts under DHR-sponsored documentation and planning cost share agreements to no more than two awarded to any one vendor for the same contract period.

- B.** Evaluation Criteria: Proposals will be evaluated by the DHR using the following criteria:

CRITERIA	POINT VALUE
A. Approach and Workplan	25
B. Management Plan and Timetable	15
C. Project Team Qualifications and Experience	25
D. Firm Experience and Capabilities/ References	10
E. Cost	25

VI. GENERAL TERMS AND CONDITIONS:

- A. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, web site portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All offers must register in eVA; failure to register will result in the proposal being rejected.

1. eVA Basic Vendor Registration Service: \$25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding;
 2. eVA Premium Vendor Registration Service: \$200 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data, as they become available.
- B. VENDOR'S MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."
- C. APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- D. ANTI-DISCRIMINATION:** By submitting a proposal, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- E. **ETHICS IN PUBLIC CONTRACTING:** By submitting a proposal, offerors certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- F. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting a proposal, the offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the *Federal Immigration Reform and Control Act of 1986*.
- G. **DEBARMENT STATUS:** By submitting a proposal, the offerors certify that they are not currently debarred from submitting offers on contracts by the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by the Commonwealth of Virginia.
- H. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns and transfers to the Commonwealth all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

I. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS

Request for Proposal: Failure to submit a proposal on the official state form provided for that purpose shall be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

J. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revision to the solicitation will be made only by addendum issued by the buyer.

K. PAYMENT:

1. TO PRIME CONTRACTOR:

- a.** Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships and corporations).
- b.** Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c.** All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d.** The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

2. TO SUBCONTRACTORS:

A contractor awarded a contract under this solicitation is hereby obligated:

- i. To pay the subcontractor(s) within seven (7) days of the

contractor's receipt of payment from the Commonwealth of Virginia for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

- ii. To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- iii. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

- L. PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- M. QUALIFICATION OF OFFERORS:** The Commonwealth of Virginia may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work/furnish the item(s) and the offeror shall furnish to the Commonwealth of Virginia all such information and data for this purpose as may be requested. The Commonwealth of Virginia reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth of Virginia further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth of Virginia that such offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
- N. TESTING AND INSPECTION:** The Commonwealth of Virginia reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification.
- O. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth of Virginia.
- P. CHANGES TO THE CONTRACT:** Changes can be made to the Contract in any one of

the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

Q. DEFAULT: In the case of failure to delivery goods or services in accordance with the

contract terms and conditions, the Commonwealth of Virginia, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Commonwealth of Virginia may have.

- R. NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- S. INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

NOTE: In addition, various Professional Liability/Errors and Omissions coverages are required when soliciting those services as follows:

<u>Profession/Service</u>	<u>Limits</u>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate

Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) \$1,750,000 per occurrence, \$3,000,000 aggregate

(Limits increase each July 1 through fiscal year 2008, as follows:

July 1, 2005 - \$1,800,000, July 1, 2006 - \$1,850,000, July 1, 2007 - \$1,925,000,

July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the *Code of Virginia*.

Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

T. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.state.va.us) for a minimum of 10 days.

U. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

VII. SPECIAL TERMS AND CONDITIONS:

A. AUDIT: The contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the

Commonwealth of Virginia, whichever is sooner. The Commonwealth of Virginia, its authorized agents, and/or auditors shall have full access to and the right to examine any of said materials during said period.

- B. BID ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- C. CANCELLATION OF CONTRACT:** The Commonwealth of Virginia reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- D. IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____

_____	_____	_____
Name of offeror	Due Date	Time
_____	_____	_____
Street/Box No.	IFB No./RFP No.	
_____	_____	_____
City, State, Zip Code	IFB/RFP Title	

Name of Contract/Purchase Officer or Buyer		

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designed location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- E. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the agency with the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
- F. INVENTIONS AND COPYRIGHTS:** The contractor is prohibited from copyrighting any papers, interim reports, forms, or other material and/or obtaining patents on any

invention resulting from its/his performance under this agreement, except upon the written direction of the Commonwealth of Virginia. The copyright or patent shall belong to the Commonwealth of Virginia.

- G. FREEDOM OF INFORMATION ACT:** Ownership of all data, material and documentation originated and prepared for the State is subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

H. DRUG FREE WORKPLACE:

Each of the following acts is prohibited by the contractor or his/her employees performing service under the terms of a contract resulting from this solicitation.

1. Unlawful or unauthorized manufacture, distribution, dispensing, possession or use of alcohol or other drugs at the workplace.
2. Impairment or incapacitation in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

By submitting a proposal, offerors certify that they understand these prohibitions, and if awarded a contract as the result of this solicitation, they will comply. They also understand that a violation of these prohibitions is a breach of contract and can result in default action.

- I. MINORITY/WOMEN OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. If such SWAM subcontractors are used, the prime contractor agrees to report the use of SWAM subcontractors by providing the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided.

- J. PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

- K. AWARD TO MULTIPLE OFFERORS:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

VIII. METHOD OF PAYMENT:

- A. SUBMISSION OF INVOICES TO DHR:** The contractor shall submit invoices for the work performed *according to the schedule outlined in the Reporting and Delivery Instructions of each attached project.*

Original invoices must be sent to:

Susan Smead, Survey Program Manager
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, VA 23221

Phone: 804-367-2323, ext. 107

E-mail: Susan.Smead@dhr.virginia.gov

Copies must be sent *simultaneously* to the appropriate DHR Regional Office.

Electronic submissions are acceptable.

An invoice shall be provided by the contractor at each of the following stages of the project (see due dates in schedule, outlined in the Reporting and Delivery Instructions section of each attached project):

- 1. Upon successful completion of the first project meeting, and the orientation and training meetings, as required (10% of the total project fee);**

2. When the project has met the twenty five percent (25%) completion point (15% of the total project fee);
3. When the project has met the fifty percent (50%) completion point (25% of the total project fee);
4. When the project has met the seventy-five percent (75%) completion point (25% of the total project fee);
5. When the contractor has provided all final materials to DHR (25% of the total project fee).

B. PROGRESS REPORTS: Each invoice must be accompanied by a progress report.

The progress report shall:

1. List all tasks and deliverables required by the project;
2. State the percentage completed as of the date of the invoice;
3. Include an itemization of required services and products completed for that stage of the project;
4. Reflect submission of materials for review to DHR, and to the locality and/or PDC as required, as noted in the Reporting and Delivery Instructions section, of each attached project above, with an itemization of materials submitted and date of submittal (the itemization should be in the form of DHR number, if assigned, and property address). Note that the progress reports may use the format of the project schedules included in each project overview, attached.

Electronic submissions are acceptable.

C. PAYMENT: Payment on each invoice will be made by DHR within 30 days following receipt of each invoice, *contingent upon acceptance of the services performed and acceptance of the required products for the period covered by the invoice.* Failure to submit the invoice to the correct locations, or to submit a progress report with the invoice, may result in delayed payment.

IX. PRICING SCHEDULE:

Provide a lump sum price for each attached project separately. Only provide pricing on projects that you are interested in.

Total project price to include all mileage, phone, lodging, meals, copying, photography, etc. to provide services as described:

Attachment A: Lump Sum Price: _____

Attachment B: Lump Sum Price: _____

Attachment C: Lump Sum Price: _____

Attachment D: Lump Sum Price: _____

Attachment E: Lump Sum Price: _____

Attachment F: Lump Sum Price: _____

Attachment G: Lump Sum Price: _____

Attachment H: Lump Sum Price: _____

X. ATTACHMENTS

- A.** Community of Crozet Architectural Resources Study, Albemarle County
- B.** Halifax County Architectural History Book Manuscript Preparation, County of Halifax
- C.** Halifax Court House Historic District Architectural Survey and National Register of Historic Places/Virginia Landmarks Register Nomination, Town of Halifax
- D.** Architectural Survey and National Register of Historic Places/Virginia Landmarks Register Nominations for Selected Neighborhoods, City of Hampton
- E.** Orange Commercial Historic District and Courthouse Sector Survey, Town of Orange
- F.** City of Roanoke Individual Properties Architectural Survey, City of Roanoke
- G.** Bald Knob Historic District Architectural Survey and Preliminary Information Form, Town of Rocky Mount
- H.** South Boston Historic District Survey, Update, and Amendment, Town of South Boston

ATTACHMENT A

**COMMUNITY OF CROZET
ARCHITECTURAL RESOURCES STUDY**

ALBEMARLE COUNTY

PROJECT OVERVIEW

Issue Date: Wednesday, February 7, 2007

Title: Community of Crozet Architectural Resources Study

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

**Location Where Work
Will Be Performed:** Albemarle County, Virginia

Period of Contract: From Date of Award through Friday, June 13, 2008.

Responses will be received until **4:00 PM, Friday, February 23, 2007**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by fax, or by e-mail, to:

Mrs. Jennifer Mayton
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803

Phone number: (804) 862-6408
E-mail: Jennifer.Mayton@dhr.virginia.gov

All inquiries for information about this solicitation should be directed to Mrs. Mayton.

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I. PURPOSE:

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to conduct an architectural survey of the Crozet Historic District in Albemarle County, to prepare a Preliminary Information Form (PIF) and a scripted slide presentation about the historic district, and to prepare a written report that identifies strategies for coordinating development in the County-designated Crozet Development Area compatible with the goals of historic preservation for Crozet's significant historic resources.

II. BACKGROUND:

In 2006, DHR and Albemarle County (County) determined to enter into an agreement to share the cost of conducting a study of architectural historical resources in the Community of Crozet. DHR and the County determined that this study should consist of field survey and documentation of properties within a defined study area in Crozet, which includes part of an area previously identified as the Crozet Historic District and found potentially eligible for listing in the National Register of Historic Places and the Virginia Landmarks Register in October 2000, as an outcome of the Section 106 consultation process (see map, item VIII). In addition, the County and DHR agreed on the need for preparation of a PIF to define and evaluate the Crozet Historic District for eligibility for listing in the National Register of Historic Places and the Virginia Landmarks Register, preparation of a slide presentation on the district, and preparation of a written report to assist the County with implementation of goals and objectives in the County's Comprehensive Plan and the Crozet Master Plan.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the County and DHR and that is delivered in a timely manner.

III. STATEMENT OF NEEDS:

The contractor shall provide all labor and materials to document a minimum of 270 and no more than 300 properties in the Community of Crozet, prepare a PIF and a scripted slide presentation on the Crozet Historic District, and prepare a written report proposing strategies for coordinating development within the Crozet Development Area compatible with the goals of historic preservation for the significant historic resources in Crozet.

The contractor shall provide documentation forms, photographs, and other materials to make a complete documentation package according to DHR standards for each property documented. Approximately 60 properties to be documented have been previously surveyed (the level and extent of documentation may vary); for these properties, redocumentation, with an update of existing information, shall be conducted. Field investigations and preparation of all

documentation materials shall be consistent with the procedures established by the *Secretary of the Interior's Guidelines for a Comprehensive Reconnaissance Survey*.

The contractor shall prepare a PIF which will include as an attachment an inventory that identifies each building documented for this project in the proposed historic district as either contributing or non-contributing. The complete PIF package must be completed in time for presentation at the March 2008 State Review Board/Historic Resources Board meeting (exact date to be determined); all due dates for submission of materials prior to the meeting must be met by the contractor. The contractor shall prepare a slide presentation on the historic district, and a report proposing strategies for coordinating development within the Crozet Development Area compatible with the goals of historic preservation for the significant historic resources in Crozet, which will include findings from field survey and documentation, and information from the PIF and the results of the evaluation to determine the potential National Register and Virginia Landmarks Register eligibility of the Crozet Historic District.

A. DOCUMENTATION PRODUCTS

- 1. RECONNAISSANCE DOCUMENTATION FILES:** Each documentation form shall record a single property, including primary and secondary resources, and shall require a single documentation form.¹ The following materials shall be provided:
 - a.** Two (2) sets of hard copy reconnaissance-level documentation forms (minimum of 270 properties; maximum of 300 properties). The forms must adequately document each property. The contractor shall conduct data entry for these properties in the Data Sharing System (DSS) program used by DHR and local governments in Virginia. The documentation forms shall be printouts from the DSS program.

An adequate reconnaissance-level documentation form includes:

- 1.** A detailed physical description of the primary resource as well as a brief description of each of the secondary resources on the property.
- 2.** A one- to three-sentence evaluation of the property, placing it in its local historical and architectural context, beyond the parameters of the property's neighborhood, historic district, community, region, and state as appropriate. For properties in the downtown area of the Crozet Historic District, the evaluation shall include reference to the characteristics that cause the properties to be contributing or non-contributing, placing the properties in the larger context of the Crozet community in relation to historic time

¹Property is defined as a geographic area that contains resources. Resource is defined as a building, structure, site or object.

periods and thematic contexts, and according to other categories as appropriate.

3. If the property is located in a historic district that is listed in the National Register of Historic Places or the Virginia Landmarks Register, or in an eligible or potentially eligible historic district, the form shall state whether the property and all resources on the property are considered to be contributing or non-contributing within the historic district.
- b. Two (2) sets of 3½" x 5" black and white, archivally stable photos shall accompany the documentation forms, placed in neatly labeled DHR photo transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained). The photos must adequately document the property, must be processed using black and white processing methods, shall have a glossy finish, and shall be labeled according to DHR requirements.
Note that photos not prepared as described herein may be returned to the contractor for reprocessing at the contractor's expense.

Adequate reconnaissance-level photographic documentation includes:

1. A minimum of two (2) exterior photos showing different views of the primary resource, which must include the primary façade(s), and secondary facades if accessible; **and**
 2. A minimum of one (1) exterior photo per secondary resource, or for a group of secondary resources if they are located close together, for both contributing and non-contributing resources.
 3. Photographs that sufficiently illustrate the architectural character of the resource(s). At least one (1) photograph shall be taken at close range, sufficient to show details of design, construction, or materials.
- c. Two (2) copies of a site plan sketch of each property (not to scale is acceptable) indicating the relationship between the primary resource(s) and any secondary resource(s), and the public sidewalk and street or road and neighboring properties. The site plan sketch shall include depiction of significant landscape features (such as hardscapes, plant materials, and structures such as fences and walls), the public sidewalk and main street or road, and any significant natural features such as creeks and rivers. Maps or drawings provided by the County may be used for site plans, if they provide or have added to them the necessary information as stated above.
 - d. Two (2) copies of the relevant section of the appropriate USGS topographic map for each property, labeled with the property address and DHR resource

number.

- e. Two (2) copies of sections of base maps highlighting individual property locations (see Maps, item 8, below).

2. DOCUMENTATION MATERIALS PROCESSING:

- a. One (1) set of hard-copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to DHR; one (1) set of hard copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to the County.
- b. Materials submitted to DHR for each documented property shall be placed in DHR documentation file envelopes neatly labeled in pencil with up to five (5) consecutively numbered properties in each file folder for reconnaissance-level documentation files. Note that some documentation materials resulting from this project may be integrated with existing materials on file at DHR. Materials on any properties that are being redocumented for this project shall be submitted to DHR in plain envelopes; they need not be submitted in DHR archives envelopes.
- c. All materials provided to DHR shall be fully and carefully reviewed and proofread for compliance with DHR and any other applicable requirements, and checked for typographical errors before submission to DHR. Materials that are not satisfactory shall be returned to the contractor for proofreading, editing, and correction of any errors and omissions.

3. PHOTOGRAPHIC NEGATIVES:

One (1) set of all negatives produced by the documentation project shall be processed according to DHR standards and submitted to DHR upon completion of the project.

4. DIGITAL IMAGES:

In addition to the print images specified above, the contractor shall provide digital images to DHR, that adequately document the primary resource and a minimum of one image per secondary resource or group of secondary resources (contributing and non-contributing). Digital images must sufficiently illustrate the architectural character of the resource; at least one (1) digital image shall be taken at close range. Images shall be saved on a CD-ROM in a TIF format at a resolution of at least 300 dpi. An electronic file folder with the DHR resource number shall be created. Individual digital images shall be named according to the following convention: with the resource number and the year the photo was taken, followed

by a brief description (for example, “062-5003-0001_2005_front_elevation” and “062-5003-0001_2005_barn” in the 062-5003-0001 property folder).

5. HISTORIC DISTRICT BOUNDARIES

The consultant shall use the guidance in DHR’s survey manual for determining the boundaries of the historic district (see Section III. B. 3. below) and shall consult with DHR’s Capital Region Preservation Office (CRPO) and the County as needed to identify boundaries for the district, and shall propose final boundaries during the initial phase of the project (due at the 25% completion point).

6. PRELIMINARY INFORMATION FORM (PIF):

The contractor shall prepare a PIF for the Crozet Historic District, which will include an inventory prepared according to standard requirements for a National Register and Virginia Landmarks Register nomination inventory, identifying each building documented for this project in the proposed historic district as either contributing or non-contributing. The PIF will be presented to the State Review Board and Historic Resources Board at its March 2008 meeting (exact date to be determined). DHR staff will make the presentation; however, the contractor may be asked to attend the meeting. DHR requirements for a complete PIF must be met, following the guidance provided for preparation of a PIF for historic districts (the PIF can be downloaded from DHR’s web site, at <http://www.dhr.virginia.gov/> - see the download library on page http://www.dhr.virginia.gov/homepage_general/download.load.htm).

7. SCRIPTED SLIDE PRESENTATION:

A scripted slide presentation providing a general overview of significant surveyed properties, and suitable for presentation to public groups, civic organizations, and schools, shall be prepared by the contractor. Two bound copies and two unbound originals, each to be complete and illustrated, shall be produced along with two disks containing the complete presentation with all images (the County and DHR shall each receive one unbound original, one bound copy, and one disk). These shall be provided to the County and DHR upon completion of the project, and it is anticipated that the presentation will be given at the final project meeting. Images are to be provided in two formats: as color slides, and as digital images (slides are to be provided to DHR for addition to DHR’s slide library). The presentation may be given at the public meeting in either format.

8. WRITTEN REPORT:

The consultant shall prepare a written report, illustrated with photographs, historic images, maps, and other graphics as appropriate, proposing strategies for

coordinating development within the Crozet Development Area compatible with the goals of historic preservation for the significant historic resources in Crozet. The report shall be prepared in tandem with the County's project to research and recommend zoning text amendments to implement the Crozet Master Plan recommendations for the downtown center of Crozet, an effort that will be ongoing on a parallel track with the Community of Crozet Architectural Resources Study. **The consultant shall coordinate closely with County staff to ensure that the report produced for the Community of Crozet Architectural Resources Study will not duplicate the work of the zoning study, and shall provide information to support the zoning study.** The final report shall be submitted on disk as well as in hard copy to both DHR and the County (five bound copies and one unbound original shall be submitted to DHR; five bound copies shall be submitted to the County).

In addition, the report shall:

- a. Identify and define historic architectural and landscape features present in the Crozet Historic District that create a unique community character and strong place identity, discussing and analyzing the features in particular with reference to the downtown area.
- b. Provide in-depth consideration of the resources documented in the downtown area, including status as contributing and non-contributing in the Crozet Historic District and discussion of the characteristics that cause the properties to be contributing or non-contributing. The properties shall also be placed in the larger context of the Crozet community in relation to historic time periods and thematic contexts, and according to other categories as appropriate. This information shall also be included in the statements of significance provided in the DSS documentation on these properties.
- c. Compare current property and land use with historic property and land use, to the extent possible with consideration of available documentation and evidence gathered through field investigations; include historic and current images to illustrate comparisons.
- d. Include a discussion of the history and significance of the Crozet Historic District in relation to the National Register and Virginia Landmarks Register Criteria for Evaluation, in relation to DHR time periods and historic contexts, and local, regional, state, and national contexts.
- e. Provide complete information about register listing and what listing means for resources and property owners
- f. Provide a thorough and complete presentation of economic incentives for the

preservation and rehabilitation of historic properties, including federal and state historic rehabilitation tax credit programs and any relevant local incentives.

- g. Address the economic implications of incorporating preservation of a community's historic resources into growth and development initiatives, citing and discussing specific case studies as appropriate.
- h. Include the inventory of properties in the Crozet Historic District, identifying status as contributing and non-contributing in the historic district.

9. MAPS:

All documented properties shall be mapped, and labeled with the property name and DHR file number, on two (2) sets of base maps provided by the County. The contractor shall provide one (1) set of labeled maps to DHR, and one (1) set to the County. Each map must clearly show each documented property neatly labeled by address, property boundaries, street names, approximate scale, and a north arrow. Photocopies of sections of County base maps highlighting individual property locations shall be a part of each property documentation file.

In addition, one (1) set of appropriate USGS quadrangle map(s) showing the documented area in pencil shall be submitted to DHR.

B. DOCUMENTATION PREPARATION

1. PROJECT ORIENTATION AND TRAINING:

- a. The contractor must attend a **project orientation meeting** with the DHR Survey Manager and DHR Archivist prior to the first project meeting, if the contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include the DSS training described in item III.B.1.b, below, and can be coordinated with conducting required background research in DHR's Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project on file in DHR's Archives (copies are free of charge, and are to be provided to the County at the end of the project).
- b. If the contractor has not had DSS training, or if the contractor has not received DSS training within six months prior to beginning work on this project, the contractor **must** attend a **DHR training program in DSS** with DHR's DSS Manager before the first project meeting with DHR and County staff (training shall be coordinated with DHR's DSS Manager). **The individuals who will be**

entering data into DSS for this project must attend this training in person. Documentation materials and training information on use of the DHR DSS database system, and requirements for submitting DSS data to DHR for this project, shall be provided at this time.

2. BACKGROUND RESEARCH:

Prior to beginning fieldwork, the contractor must review existing materials relevant to the project area held by the DHR Archives, including earlier comprehensive documentation on properties in the Community of Crozet and existing historic district and individual property nominations for district(s) and properties in Crozet. It is also expected that the contractor shall examine all pertinent information related to the proposed project area in the County's records. It is expected that the contractor shall also carry out background research in other repositories, as necessary.

3. FOR DOCUMENTATION REQUIREMENTS see the DHR website, Employment & Procurement opportunities page, for the current copy of DHR's survey manual for architectural Cost Share projects, "Guidelines for Conducting Architectural Cost Share Survey in Virginia, 2005-2006" at http://www.dhr.virginia.gov/homepage_features/jobs4.htm. If this link does not provide access – go to the home page of the DHR web site at www.dhr.virginia.gov/, and select the Employment & Procurement link on the left side of the page. Please note that DHR's survey manual is undergoing revision; guidance in the survey manual draft that is in effect when the contract for this project is executed will apply to work carried out for the duration of the contract.

IV. REPORTING AND DELIVERY INSTRUCTIONS (also see the Schedule Overview, item VI):

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and County officials to discuss the goals, progress, and findings of the project. The **first project meeting** shall be held by **Monday, April 30, 2007**, the **second project meeting** by **Wednesday, October 31, 2007**, and the **final project meeting** by **Thursday, May 1, 2008, at which point all work on the project for the purposes of this contract must be completed and provided to DHR, unless other arrangements have been made in advance.**

It is anticipated that there will be at least one **public meeting** during the initial stage of the project, which may be combined with the **first project meeting**; the consultant will be expected to make a brief presentation on the proposed project methodology at these meetings. At the **final project meeting**, which is expected to include a **public meeting** component, it is anticipated that the contractor will be asked to present the slide presentation on the Crozet Historic District.

In addition, the contractor may be asked to attend the March 2008 State Review Board and

Historic Resources Board (SRB/HRB) meeting at which the PIF will be considered (exact dates for these meetings are yet to be determined, but it is anticipated that the SRB/HRB meeting will be held in early March 2008).

- A. The contractor must attend a **project orientation meeting** to discuss the project with DHR staff if the contractor has not been directly involved in a Cost Share program project within the past 12 months, and may also be required to attend a **training meeting** at DHR's Richmond office to receive DSS training, if needed (see item III.B.1. above). The project orientation and training meetings must be held prior to the **first project meeting** with DHR and County staff, which is to be held by **Monday, April 30, 2007**.
- B. The contractor must attend the **first project meeting** with DHR's Capital Region Preservation Office (CRPO) staff and County officials no later than **Monday, April 30, 2007** to discuss the project. A windshield survey of the project area may be conducted as part of this meeting. Part of this meeting may also include a **public information meeting**; otherwise a separate public information meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by Tuesday, July 31, 2007).
- C. By **Tuesday, July 31, 2007**, the project must be **twenty-five percent (25%) complete**. Evidence of the status of completion shall be provided to DHR, and to the County if so requested, by submission of a sample of **no less than twenty-five (25) draft property documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps). The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. By this date, the contractor shall also provide DHR and the County with **recommendations concerning proposed final boundaries for the historic district**.
- D. By **Wednesday, October 31, 2007**, the project must be **fifty percent (50%) complete**. **By this date, the contractor must meet with DHR staff and County officials for the second project meeting**, to discuss the progress of the project. **No less than twenty-five (25) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos, and copies of maps), in addition to those already submitted as referenced in item IV.3. above, for a total of 50, must be provided by this date to DHR, and the County if so requested. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. Also due by this date is a **complete draft of the PIF for the Crozet Historic District, and an outline, draft bibliography, and draft list of images for the written report**. These shall also be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; any accompanying materials shall be provided to both in hard copy.

- E. By **Tuesday, January 15, 2008**, the project must be **seventy-five percent (75%)** complete. Field survey of properties should be fully completed by this date. Evidence of the status of completion shall be provided to DHR, and to the County if so requested, by submission of **no less than twenty-five (25) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3. and 4., above, for a total of no less than 75 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. Also due by this date is a **complete, final PIF for the Crozet Historic District, a complete, final draft of the written report, and a draft of the slide presentation**. These shall also be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; any accompanying materials shall be provided to both in hard copy.
- F. The Crozet Historic District PIF will be presented at the **March 2008 SRB/HRB meeting (exact date to be determined)**. The consultant may be asked to attend this meeting. Also, **due by this date is the final draft of the slide presentation**.
- G. No later than close of business on **Thursday, May 1, 2008**, **all complete, final property documentation products** (printed and electronic documentation forms, photographs, site plans, maps, and negatives) must be received by DHR, and **a complete, final written report, and a final slide presentation**, unless an alternative agreement has been previously negotiated with DHR. Final documentation products and the final report shall be consistent with DHR requirements, and shall reflect comments resulting from review by DHR and the County of draft materials submitted by the contractor to DHR, and the County if requested, according to the schedule outlined above in sections IV.3 through 6. The final report shall be submitted on disk as well as in hard copy to both DHR and the County (five bound copies and one unbound original to DHR; five bound copies to the County). During the period beginning **Monday, May 19, 2008**, to the close of the contract on **Friday, June 13, 2008**, final documentation products and payments shall be processed by DHR.

V. CONTRACTOR DATA SHEET

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. _____ years _____ months.
3. REFERENCES: Indicate below a listing of at least three (3) recent references for whom you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT

ADDRESS

DATE OF SERVICE

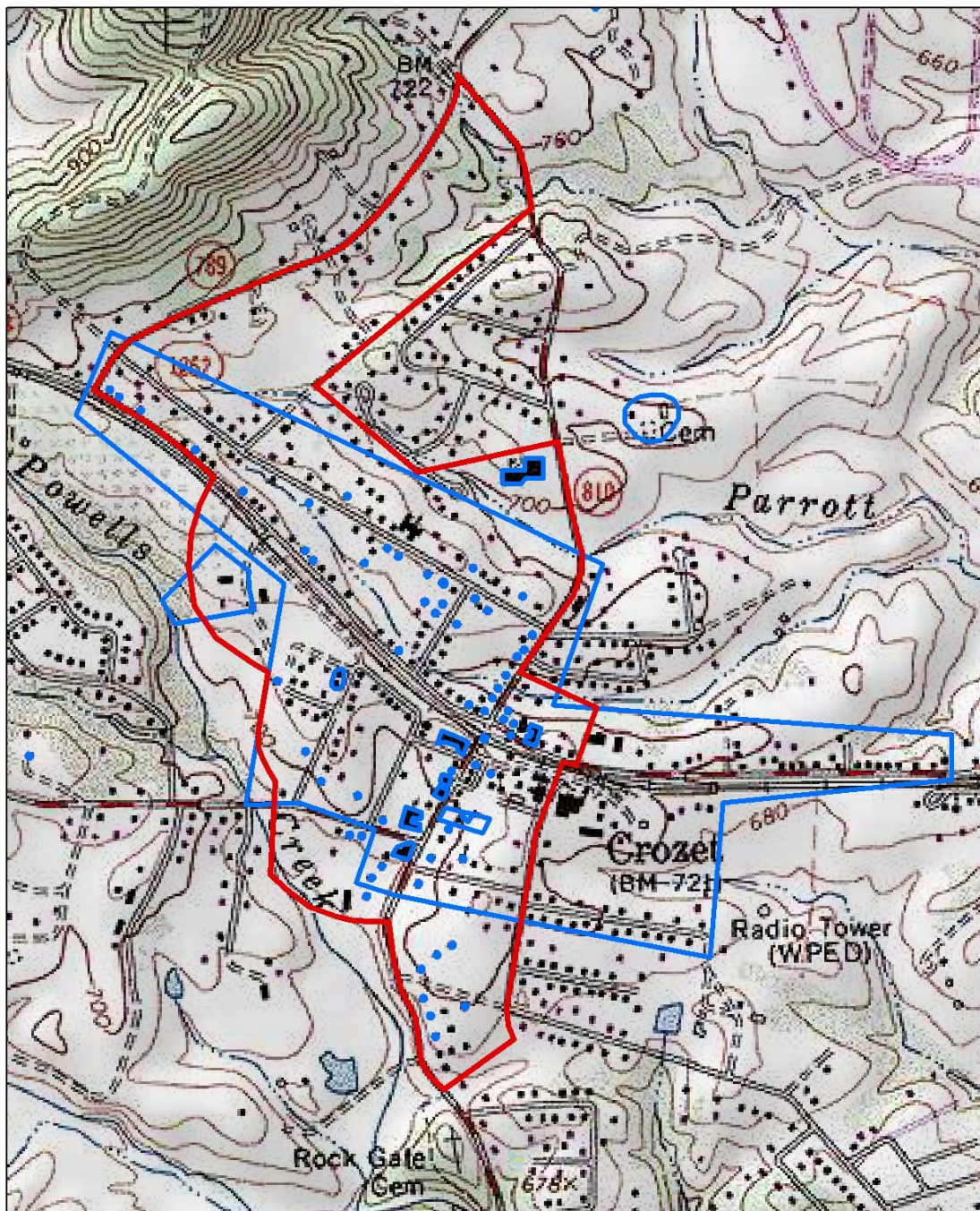
PERSON TO
CONTACT &
PHONE NO.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

VI. SCHEDULE OVERVIEW

See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates for deliverables

Wednesday, February 7, 2007	RFP issued.
Friday, February 23, 2007	Deadline at 4:00 PM for receipt of proposals in DHR's Administrative Services Division Office, 10 Courthouse Avenue, Petersburg, VA 23803.
Monday, April 30, 2007	First project meeting with contractor, DHR, and County officials to be held by this date (location to be determined).
Tuesday, July 31, 2007	Project to be twenty-five percent (25%) complete by this date. Minimum of twenty-five (25) reconnaissance documentation forms on properties in the historic district and recommendations concerning proposed Crozet Historic District boundaries due by this date.
Wednesday, October 31, 2007	Second project meeting with contractor, DHR, and County officials to be held by this date (location to be determined). Project to be fifty percent (50%) complete by this date. Minimum of twenty-five (25) reconnaissance documentation forms on properties in the Crozet Historic District due by this date, and complete draft of the PIF for the Crozet Historic District, and an outline, draft bibliography, and draft list of images for the written report.
Tuesday, January 15, 2008	Project to be seventy-five percent (75%) complete by this date. Minimum of twenty-five (25) reconnaissance documentation forms on properties in the historic district in addition to those already provided, and a complete, final PIF for the Crozet Historic District, a complete, final draft of the written report, and a draft of the slide presentation are due by this date.
March 2008	The Crozet Historic District PIF will be presented at the March SRB/HRB meeting (exact date to be determined). The consultant may be asked to attend this meeting. Also, due by this date is the final draft of the slide presentation.
Thursday, May 1, 2008	All complete, final property documentation products (printed and electronic documentation forms, photographs, site plans, maps, and negatives) must be received by DHR, along with a complete, final written report, and a final slide presentation - all work for the project is to be completed by this date.



Proposed Crozet Survey Project Area

Crozet HD and Arch Resources

0 0.045 0.09 0.18 0.27 0.36 Miles

Mapped By CSW, January 18, 2007
VDHR 2007, VGIN 2002, National Geographic 2003



VII. Map of Community of Crozet, Albemarle County

Map prepared from information on file at DHR's Archives (image not to scale).

ATTACHMENT B

**HALIFAX COUNTY
ARCHITECTURAL HISTORY BOOK
MANUSCRIPT PREPARATION**

**COUNTY OF
HALIFAX**

PROJECT OVERVIEW

Issue Date: Wednesday, February 7, 2007

Title: Halifax County Architectural History Book Manuscript Preparation

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

**Location Where Work
Will Be Performed:** Halifax County, Virginia

Period of Contract: From Date of Award through Friday, June 13, 2008.

Responses will be received until **4:00 PM, Friday, February 23, 2007**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by fax, or by e-mail, to:

Mrs. Jennifer Mayton
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803

Phone number: (804) 862-6408
E-mail: Jennifer.Mayton@dhr.virginia.gov

All inquiries for information about this solicitation should be directed to Mrs. Mayton.

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I. PURPOSE:

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to prepare a book manuscript on the architectural history of Halifax County. Project tasks shall include research (research has begun under private contract with the Halifax County Historical Society); compilation of survey data gathered through the current Cost Share project in Halifax County being conducted jointly between the County and DHR, and going beyond the parameters of this project; and participation in public meetings. It is expected that the resulting manuscript will serve as a model for future works of its kind conducted in Virginia.

II. BACKGROUND:

In 2006, DHR and Halifax County (hereinafter referred to as the County) determined to enter into an agreement to share the cost of preparing a book manuscript on the architectural history of Halifax County. This project shall build upon work previously carried out by the County and the Halifax County Historical Society, including researching and field documenting important historic properties throughout the County, and upon research and documentation carried out for Cost Share projects conducted in the County. It is the intention that the manuscript resulting from this project will serve to promote interest in and knowledge of the history and architecture of the County, and shall become a model for similar future projects in other localities in Virginia.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the County and DHR and that is delivered in a timely manner.

III. STATEMENT OF NEEDS:

The contractor shall provide all labor and materials to research and produce a manuscript of a minimum of 600 pages on the architectural history of the County, according to the requirements set forth herein. The contractor shall conduct research, prepare the manuscript text, and provide photographs and other materials necessary to produce an architectural historical manuscript, and shall be responsible for research and photographic expenses.

A. PROJECT PRODUCTS

1. MANUSCRIPT

The final product will consist of a camera-ready manuscript containing a minimum of 600 pages and an anticipated maximum of 700 pages, in an 8.5 x 11-inch format. It shall include:

- An overview of the County's historic and architectural development, with a complete

discussion of building forms, traditions, materials, styles, types, functions, and other relevant subject areas sufficient to promote understanding of the subject to a diverse public, from lay person to scholar;

- An overview of the history of the County's small communities and their architectural development;
- Discussion of the history of rural and small community landscapes, their important characteristics, and historical significance;
- Discussion of the rural heritage of the County and its expression in built form;
- Information from other County architectural historical investigations, including survey data gathered through the current Cost Share project in Halifax County being conducted jointly between the County and DHR;
- Organization of information in a format that relates to contexts and time periods used for reference in preparation of Cost Share survey reports (see *Guidelines for Conducting Survey in Virginia for Cost Share Projects*, on the DHR web site at http://www.dhr.virginia.gov/homepage_features/jobs-5.htm);
- Black-and-white photographs depicting a minimum of 90% of buildings and other resources included for discussion in the text;
- A small section of a minimum of 12 pages in color with color photographs;
- Maps, graphs, charts, and other graphics materials as needed and as appropriate to augment the text;
- Historical and contemporary images, in a proportion to appropriately convey historical information presented in the text and further understanding of the subject;
- Coverage of resources not heretofore adequately studied and documented, such as properties important in African American history (including churches and Rosenwald schools);
- A section on significant historic buildings and other resources lost, to encourage preservation;
- A section on preservation resources, to include programs, sources for financial assistance, and contact information for preservation organizations and agencies, and to include examples of rehabilitated historic buildings, as appropriate, with "before" and "after" images;
- All of the supporting materials typically part of a complete manuscript, to include endnotes, bibliography, index, appendix, glossary (with illustrations), and sources for images.

The book manuscript shall meet the following objectives:

- Encourage public appreciation for historic resources and strengthen community identity;
- Encourage those who own historic properties to preserve them;
- Promote heritage education, community development that is compatible with preservation of historic resources, and heritage tourism;
- Present the community in the best possible light to encourage policy makers,

prospective businesses, and local citizens to proudly promote and utilize the resulting book;

- Share with the community some of its greatest assets and promote a sense of pride in the county's rich architectural heritage;
- Become a model for other communities to emulate, encouraging architectural survey and documentation projects and publication of findings in an architectural history book;
- Contribute knowledge and support to the County's celebration of Jamestown 2007.

2. MAPS:

All newly identified properties (those for which there is no previous record existing at DHR, and therefore not identified as part of earlier or current County architectural survey projects) shall be mapped, and labeled in pencil with the property name and a DHR file number, on two (2) sets of USGS quadrangle maps (maps to be provided by the contractor). The contractor shall provide one (1) set of labeled maps to DHR, and one (1) set to the County. Each map must clearly show each documented property neatly labeled by address, scale, and a north arrow.

B. PROJECT ORIENTATION AND TRAINING:

1. The contractor must attend a **project orientation meeting** with the DHR Survey Manager and DHR Archivist prior to the first project meeting, if the contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include the DSS training described in item III.B.1.b, below, and can be coordinated with conducting required background research in DHR's Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project on file in DHR's Archives (copies are free of charge, and are to be provided to the County at the end of the project).
2. If the contractor has not had DSS training, or if the contractor has not received DSS training within six months prior to beginning work on this project, the contractor **must** attend a **DHR training program in DSS** with DHR's DSS Manager before the first project meeting with DHR and County staff (training shall be coordinated with DHR's DSS Manager). Documentation materials and training information on use of the DHR DSS database system shall be provided at this time.

C. BACKGROUND RESEARCH:

As part of the research tasks for this project, the contractor must review existing materials relevant to the project area held by the DHR Archives, including earlier comprehensive

documentation on properties in the County and existing historic district and individual property nominations for district(s) and properties in the County. It is also expected that the contractor shall examine all pertinent information related to the proposed project area in the County's governmental records. It is expected that the contractor shall also carry out background research in all other relevant repositories, as necessary.

IV. **REPORTING AND DELIVERY INSTRUCTIONS** (also see the Schedule Overview, item VI)

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and County officials to discuss the goals, progress, and findings of the project. The **first project meeting** shall be held by **Monday, April 30, 2007**, the **second project meeting** by **Wednesday, October 31, 2007**, and the **final project meeting** by **Thursday, May 1, 2008, at which point all work on the project for the purposes of this contract must be completed and provided to DHR, unless other arrangements have been made in advance.**

It is anticipated that there will be at least one **public meeting** during the initial stage of the project, which may be combined with the **first project meeting**; the consultant will be expected to make a brief presentation on the proposed project methodology at these meetings. At the **final project meeting**, which is expected to include a **public meeting** component, the contractor will provide a presentation about the project and the findings resulting from it.

- A. The contractor must attend a **project orientation meeting** to discuss the project with DHR staff if the contractor has not been directly involved in a Cost Share program project within the past 12 months. The project orientation and training meetings must be held prior to the **first project meeting** with DHR and County staff, which is to be held by **Monday, April 30, 2007**.
- B. The contractor must attend the **first project meeting** with DHR's Capital Region Preservation Office (CRPO) staff and County officials no later than **Monday, April 30, 2007** to discuss the project. A windshield survey to consider properties for inclusion in the manuscript may be conducted as part of this meeting. This meeting may also include a **public information meeting**; otherwise a separate public information meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by Tuesday, July 31, 2007). By **Monday, April 30, 2007**, a listing of selected properties will be published in County-area newspapers, requesting additional information on properties that might qualify for inclusion in the manuscript.
- C. By **Tuesday, July 31, 2007**, the project must be **twenty-five percent (25%) complete**. Evidence of the status of completion shall be provided to DHR, and to the County, by submission of a draft bibliography, a list of properties that are candidates for inclusion in the manuscript, and a draft outline for the manuscript. The draft materials shall be submitted on disk to the County, the DHR Survey Manager and appropriate DHR Regional Office contact. The County and DHR staff shall review materials submitted and provide

comment to the consultant.

- D.** By **Wednesday, October 31, 2007**, the project must be **fifty percent (50%)** complete. By this date, the contractor must meet with DHR staff and County officials to discuss the progress of the project. A final list of properties to be included in the manuscript, a final manuscript outline, sample draft write-ups for one community and five properties with samples of photographs and graphics are due by this date. The materials shall be submitted on disk to the County, the DHR Survey Manager and appropriate DHR Regional Office contact, with hard copies to all of any materials not able to be submitted on disk. The County and DHR staff shall review materials submitted and provide comment to the consultant.
- E.** By **Tuesday, January 15, 2008**, the project must be **seventy-five percent (75%)** complete. Evidence of the status of completion shall be provided to DHR, and to the County, by submission of a complete draft of the manuscript, including endnotes, bibliography, index, appendix, glossary (with illustrations), and sources for images. The materials shall be submitted on disk to the County, the DHR Survey Manager and appropriate DHR Regional Office contact, with hard copies to all of any materials not able to be submitted on disk. The County and DHR staff shall review materials submitted and provide comment to the consultant.
- F.** No later than close of business on **Thursday, May 1, 2008**, a complete, final, camera-ready manuscript and two sets of maps must be received by DHR and by the County, unless an alternative agreement has been previously negotiated with DHR. Final products shall be consistent with the requirements set forth herein, and shall reflect comments resulting from review by DHR and the County of draft materials submitted by the contractor to DHR and the County, according to the schedule outlined above. During the period beginning **Monday, May 19, 2008**, to the close of the contract on **Friday, June 13, 2008**, final products and payments shall be processed by DHR.

V.

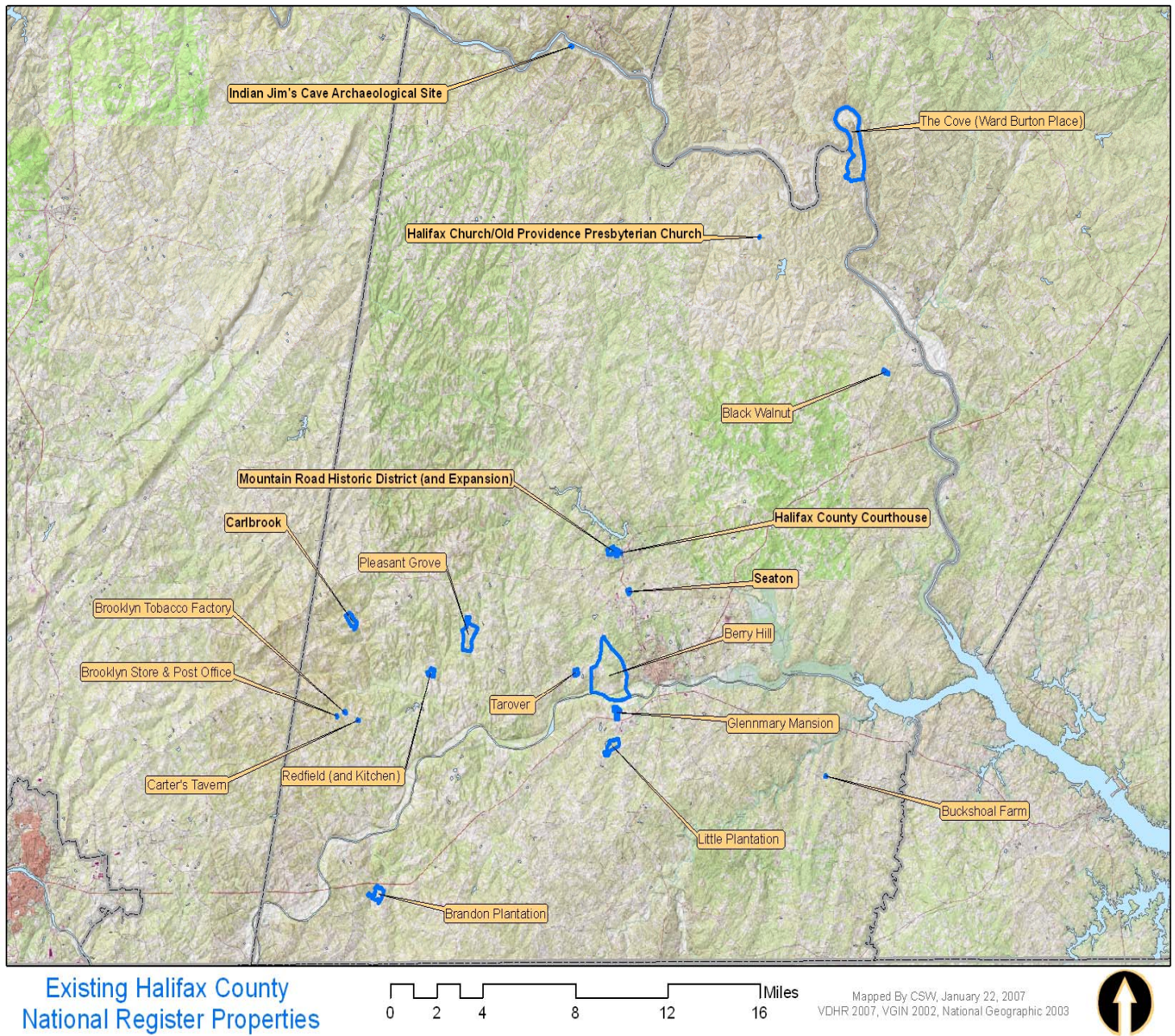
- 1.

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VI. SCHEDULE OVERVIEW

See item IV. above for a detailed schedule, with further information on deadlines for meetings and due dates and formats for deliverables

Wednesday, February 7, 2007	RFP issued.
Friday, February 23, 2007	Deadline at 4:00 PM for receipt of proposals in DHR's Administrative Services Division Office, 10 Courthouse Avenue, Petersburg, VA 23803.
Monday, April 30, 2007	First project meeting with contractor, DHR, and County officials to be held by this date (location to be determined).
Tuesday, July 31, 2007	Project to be twenty-five percent (25%) complete by this date. A draft bibliography, a list of properties that are candidates for inclusion in the manuscript, and a draft outline for the manuscript are due by this date.
Wednesday, October 31, 2007	Second project meeting with contractor, DHR, and County officials to be held by this date (location to be determined). Project to be fifty percent (50%) complete by this date. A final list of properties to be included in the manuscript, a final manuscript outline, sample draft write-ups for one community and five properties with samples of photographs and graphics are due by this date.
Tuesday, January 15, 2008	Project to be seventy-five percent (75%) complete by this date. A complete draft of the manuscript, including endnotes, bibliography, index, appendix, glossary (with illustrations), and sources for images , is due by this date.
Thursday, May 1, 2008	Final project meeting to be held by this date. A complete, final, camera-ready manuscript and two sets of maps are due by this date.



VII. Map of County of Halifax

Map prepared from information on file at DHR's Archives (image not to scale).

ATTACHMENT C

**HALIFAX COURT HOUSE
HISTORIC DISTRICT
ARCHITECTURAL SURVEY AND
NATIONAL REGISTER OF
HISTORIC PLACES/
VIRGINIA LANDMARKS REGISTER
NOMINATION**

TOWN OF HALIFAX

PROJECT OVERVIEW

Issue Date: Wednesday, February 7, 2007

Title: Halifax Court House Historic District Architectural Survey and National Register of Historic Places/Virginia Landmarks Register Nomination

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

Location Where Work Will Be Performed: Town of Halifax, Virginia

Period of Contract: From Date of Award through Friday, June 13, 2008.

Responses will be received until **4:00 PM, Friday, February 23, 2007**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by fax, or by e-mail, to:

Mrs. Jennifer Mayton
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803

Phone number: (804) 862-6408
E-mail: Jennifer.Mayton@dhr.virginia.gov

All inquiries for information about this solicitation should be directed to Mrs. Mayton.

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I. PURPOSE:

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to survey architectural properties in, and prepare a National Register of Historic Places and Virginia Landmarks Register nomination for the Halifax Court House Historic District.

II. BACKGROUND:

In 2006, DHR and the Town of Halifax (Town) determined to enter into an agreement to share the cost of documenting a minimum of 170 and no more than 200 properties in the Halifax Court House Historic District and the preparation of a National Register of Historic Places and Virginia Landmarks Register nomination for the Halifax Court House Historic District (also known as the Downtown Halifax Historic District). The historic district was found to be potentially eligible for listing in the National Register of Historic Places and Virginia Landmarks Register in 2005.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town and DHR and that is delivered in a timely manner.

III. STATEMENT OF NEEDS:

The contractor shall provide all labor and materials to document a minimum of 170 and no more than 200 properties in the Halifax Court House Historic District and to prepare a National Register of Historic Places and Virginia Landmarks Register nomination for the Halifax Court House Historic District.

The contractor shall provide documentation forms, photographs, and other materials to make a complete documentation package according to DHR standards for each property documented. Approximately 20 properties to be documented have been previously surveyed; for these properties, redocumentation, with an update of existing information, shall be conducted. Field investigations and preparation of all documentation materials shall be consistent with the procedures established by the *Secretary of the Interior's Guidelines for a Comprehensive Reconnaissance Survey*.

National Register of Historic Places and Virginia Landmarks Register documentation shall be prepared in a manner consistent with DHR guidelines and with National Park Service guidelines and requirements. The contractor shall prepare an inventory that identifies each building documented for this project in the proposed historic district as either contributing or non-contributing, which will become part of the National Register of Historic Places and Virginia Landmarks Register nomination. During the initial phase of the project, as documentation on properties in the historic district gets underway, the contractor shall provide recommendations concerning the proposed historic district's boundaries, and the boundaries will be finalized in

consultation with DHR and Town staff. The amended National Register nomination package must be completed in time for presentation at the June 2008 State Review Board/Historic Resources Board (SRB/HRB) meeting (exact date to be determined), and all due dates for submission of materials to DHR and for meetings prior to the June SRB/HRB meeting *must* be met.

A. DOCUMENTATION PRODUCTS

- 1. RECONNAISSANCE DOCUMENTATION FILES:** Each documentation form shall record a single property, including primary and secondary resources, and shall require a single documentation form.² The following materials shall be provided:

- a.** Two (2) sets of hard copy reconnaissance-level documentation forms (minimum of 170 properties; maximum of 200 properties). The forms must adequately document each property. The contractor shall conduct data entry for these properties in the Data Sharing System (DSS) program used by DHR and local governments in Virginia. The documentation forms shall be printouts from the DSS program.

An adequate reconnaissance-level documentation form includes:

- 1.** A detailed physical description of the primary resource as well as a brief description of each of the secondary resources on the property.
 - 2.** A one- to three-sentence evaluation of the property, placing it in its local historical and architectural context, beyond the parameters of the property's neighborhood, historic district, community, region, and state as appropriate.
 - 3.** If the property is located in a historic district that is listed in the National Register of Historic Places or the Virginia Landmarks Register, or in an eligible or potentially eligible historic district, the form shall state whether the property and all resources on the property are considered to be contributing or non-contributing within the historic district.
- b.** Two (2) sets of 3½" x 5" black and white, archivally stable photos shall accompany the documentation forms, placed in neatly labeled DHR photo transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained). The photos must adequately document the property, must be processed using black and white processing methods, shall have a glossy finish, and shall be labeled according to DHR requirements.
Note that photos not prepared as described herein may be returned to the

²Property is defined as a geographic area that contains resources. Resource is defined as a building, structure, site or object.

contractor for reprocessing at the contractor's expense.

Adequate reconnaissance-level photographic documentation includes:

1. A minimum of two (2) exterior photos showing different views of the primary resource, which must include the primary façade(s), and secondary facades if accessible; **and**
 2. A minimum of one (1) exterior photo per secondary resource, or for a group of secondary resources if they are located close together, for both contributing and non-contributing resources.
 3. Photographs that sufficiently illustrate the architectural character of the resource(s). At least one (1) photograph shall be taken at close range, sufficient to show details of design, construction, or materials.
- c. Two (2) copies of a site plan sketch of each property (not to scale is acceptable) indicating the relationship between the primary resource(s) and any secondary resource(s), and the public sidewalk and street or road and neighboring properties. The site plan sketch shall include depiction of significant landscape features (such as hardscapes, plant materials, and structures such as fences and walls), the public sidewalk and main street or road, and any significant natural features such as creeks and rivers. Maps or drawings provided by the Town may be used for site plans, if they provide or have added to them the necessary information as stated above.
- d. Two (2) copies of the relevant section of the appropriate USGS topographic map for each property, labeled with the property address and DHR resource number.
- e. Two (2) copies of sections of base maps highlighting individual property locations (see Maps, item 7, below).

2. DOCUMENTATION MATERIALS PROCESSING:

- a. One (1) set of hard-copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to DHR; one (1) set of hard copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to the Town.
- b. Materials submitted to DHR for each documented property shall be placed in DHR documentation file envelopes neatly labeled in pencil with up to five (5) consecutively numbered properties in each file folder for reconnaissance-level documentation files. Note that some documentation materials resulting from

this project may be integrated with existing materials on file at DHR. Materials on any properties that are being redocumented for this project shall be submitted to DHR in plain envelopes; they need not be submitted in DHR archives envelopes.

- c. All materials provided to DHR shall be fully and carefully reviewed and proofread for compliance with DHR and National Park Service requirements, and checked for typographical errors before submission to DHR. Materials that are not satisfactory shall be returned to the contractor for proofreading, editing, and correction of any errors and omissions.

3. PHOTOGRAPHIC NEGATIVES:

One (1) set of all negatives produced by the documentation project shall be processed according to DHR standards and submitted to DHR upon completion of the project.

4. DIGITAL IMAGES:

In addition to the print images specified above, the contractor shall provide digital images to DHR, that adequately document the primary resource and a minimum of one image per secondary resource or group of secondary resources (contributing and non-contributing). Digital images must sufficiently illustrate the architectural character of the resource; at least one (1) digital image shall be taken at close range. Images shall be saved on a CD-ROM in a TIF format at a resolution of at least 300 dpi. An electronic file folder with the DHR resource number shall be created. Individual digital images shall be named according to the following convention: with the resource number and the year the photo was taken, followed by a brief description (for example, “062-5003-0001_2005_front_elevation” and “062-5003-0001_2005_barn” in the 062-5003-0001 property folder).

5. HISTORIC DISTRICT BOUNDARIES

The consultant shall use the guidance in DHR’s survey manual for determining the boundaries of the historic district (see Section III. B. 3. below) and shall consult with DHR’s Capital Region Preservation Office (CRPO) as needed to identify defensible boundaries for the district, and shall propose final boundaries during the initial phase of the project (due at the 25% completion point).

6. NATIONAL REGISTER OF HISTORIC PLACES AND VIRGINIA LANDMARKS REGISTER NOMINATION:

The contractor shall prepare a National Register of Historic Places and Virginia Landmarks Register nomination for the proposed historic district, which will be

presented to the State Review Board and Historic Resources Board. In addition to the requirements as presented in National Register Bulletin 16-A, DHR requires the following materials for each district nomination:

- a. An additional 5" X 7" publication quality black-and-white photograph printed on archivally stable paper, submitted with the National Register nomination forms (a total of two (2) publication quality photos per nomination), and an additional set of nomination photographs, at a minimum size of 3 ½" x 5", printed on archivally stable paper (a total of two (2) sets per nomination).
- b. Negatives associated with the National Register nomination labeled according to DHR standards.
- c. Slides illustrating the proposed historic district (these are required for the presentation to the State Review Board and Historic Resources Board, and will be added to DHR's slide library).
- d. Digital images of the views of which slides are provided are required, labeled according to the protocol outlined in item III.A.4.
- e. An inventory with a brief description of all documented properties within the proposed historic district included at the conclusion of Section 7 of the National Register nomination form. The list shall be generated from the DSS database developed through the survey. For the nomination, all resources in the district shall be included in the inventory, and shall be identified in terms of whether they contribute or do not contribute to the character and significance of the historic district. The inventory shall be prepared according to guidelines for preparing an inventory for a National Register of Historic Places nomination form, and shall include property name and DHR resource number for each property in the historic district. Maps and a bibliography shall be included with the nomination.
- f. The nomination package shall include a list of all property owners and mailing addresses of record within the historic district, and a separate list of all property owners with mailing addresses whose properties are adjacent to the historic district. **The Town shall provide this list, along with two (2) sets of mailing labels for property owners within the historic district, and two (2) sets of mailing labels for owners whose properties are adjacent to the historic district, to the contractor.**
- g. The National Register nominations shall be provided on separate MS-DOS compatible disks to facilitate editing and reproduction. The template for the nominations will be provided by DHR.

7. MAPS:

All documented properties shall be mapped, and labeled with the property name and DHR file number, on two (2) sets of base maps provided by the Town. The contractor shall provide one (1) set of labeled maps to DHR, and one (1) set to the Town. Each map must clearly show each documented property neatly labeled by address, property boundaries, street names, approximate scale, and a north arrow. Photocopies of sections of Town base maps highlighting individual property locations shall be a part of each property documentation file.

In addition, one (1) set of appropriate USGS quadrangle map(s) showing the documented area in pencil shall be submitted to DHR.

B. DOCUMENTATION PREPARATION

1. PROJECT ORIENTATION AND TRAINING:

- a. The contractor must attend a **project orientation meeting** with the DHR Survey Manager and DHR Archivist prior to the first project meeting, if the contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include the DSS training described in item III.B.1.b, below, and can be coordinated with conducting required background research in DHR's Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project on file in DHR's Archives (copies are free of charge, and are to be provided to the Town at the end of the project).
- b. If the contractor has not had DSS training, or if the contractor has not received DSS training within six months prior to beginning work on this project, the contractor **must** attend a **DHR training program in DSS** with DHR's DSS Manager before the first project meeting with DHR and Town staff (training shall be coordinated with DHR's DSS Manager). **The individuals who will be entering data into DSS for this project must attend this training in person.** Documentation materials and training information on use of the DHR DSS database system, and requirements for submitting DSS data to DHR for this project, shall be provided at this time.

2. BACKGROUND RESEARCH:

Prior to beginning fieldwork, the contractor must review existing materials relevant to the project area held by the DHR Archives, including earlier comprehensive

documentation on properties in the Town and existing historic district and individual property nominations for district(s) and properties in the Town. It is also expected that the contractor shall examine all pertinent information related to the proposed project area in the Town's governmental records. It is expected that the contractor shall also carry out background research in other repositories, as necessary.

3. **FOR DOCUMENTATION REQUIREMENTS** see the DHR website, **Employment & Procurement opportunities page**, for the current copy of DHR's survey manual for architectural Cost Share projects, "*Guidelines for Conducting Architectural Cost Share Survey in Virginia, 2005-2006*" at http://www.dhr.virginia.gov/homepage_features/jobs4.htm. If this link does not work – go to the home page of the DHR web site at www.dhr.virginia.gov/, and on the second page, select the **Employment & Procurement link on the right side of the page**. Please note that DHR's survey manual is undergoing revision. Guidance in the survey manual draft that is in effect when the contract for this project is executed will apply to work carried out for the duration of the contract.

IV. REPORTING AND DELIVERY INSTRUCTIONS (also see the Schedule Overview, item VI)

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and Town officials to discuss the goals, progress, and findings of the project. The **first project meeting** shall be held by **Monday, April 30, 2007**, the **second project meeting** by **Wednesday, October 31, 2007**, and the **final project meeting** by **Thursday, May 1, 2008**, at which point all work on the project for the purposes of this contract must be completed and provided to DHR, unless other arrangements have been made in advance.

It is anticipated that there will be at least one **public meeting** during the initial stage of the project, which may be combined with the **first project meeting**; the consultant will be expected to make a brief presentation on the proposed project methodology at these meetings. At the **final project meeting**, which is expected to include a **public meeting** component, the contractor may be asked to provide a brief 10 to 15 minute informal presentation about the project and the findings resulting from it.

In addition, the contractor may be asked to attend the public information meeting legally required for consideration of the National Register of Historic Places and Virginia Landmarks Register nomination of the historic district and to make a presentation about the project and its findings at this meeting (typically this is done with a brief slide show or PowerPoint presentation), and/or the June 2008 State Review Board and Historic Resources Board (SRB/HRB) meeting at which the nominations will be considered (exact dates for these meetings are yet to be determined, but it is anticipated that the public meeting will be held in the late April/early May 2008 timeframe, and the SRB/HRB meeting in early June 2008).

- A. The contractor must attend a **project orientation meeting** to discuss the project with DHR staff if the contractor has not been directly involved in a Cost Share program project within the past 12 months, and may also be required to attend a **training meeting** at DHR's Richmond office to receive DSS training, if needed (see item III.B.1. above). The project orientation and training meetings must be held prior to the **first project meeting** with DHR and Town staff, which is to be held by **Monday, April 30, 2007**.
- B. The contractor must attend the **first project meeting** with DHR's Capital Region Preservation Office (CRPO) staff and Town officials no later than **Monday, April 30, 2007** to discuss the project. A windshield survey of the project area may be conducted as part of this meeting. Part of this meeting may also include a **public information meeting**; otherwise a separate public information meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by Tuesday, July 31, 2007).
- C. By **Tuesday, July 31, 2007**, the project must be **twenty-five percent (25%) complete**. Evidence of the status of completion shall be provided to DHR, and to the Town if so requested, by submission of a sample of **no less than twenty-five (25) draft property documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps). The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. By this date, the contractor shall also provide DHR and the Town with **recommendations concerning proposed final boundaries for the historic district**.
- D. By **Wednesday, October 31, 2007**, the project must be **fifty percent (50%) complete**. By this date, the contractor must meet with DHR staff and Town officials to discuss the progress of the project. **No less than twenty-five (25) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos, and copies of maps), in addition to those already submitted as referenced in item IV above, for a total of 50, must be provided by this date to DHR, and the Town if so requested. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- E. By **Tuesday, January 15, 2008**, the project must be **seventy-five percent (75%) complete**. Evidence of the status of completion shall be provided to DHR, and to the Town if so requested, by submission of **no less than twenty-five (25) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3. and 4., above, for a total of no less than 75 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. Also due by this date is a **complete draft**

of the National Register of Historic Places and Virginia Landmarks Register nomination for the Halifax Court House Historic District.

- F.** By **Friday, February 29, 2008**, a **final, complete, National Register of Historic Places and Virginia Landmarks Register nomination form and all accompanying materials** are due to DHR and to the Town. These materials shall be ready for presentation at the June 2008 State Review Board and Historic Resources Board meeting (exact deadlines for submission of district nominations to DHR to be on the agenda for this meeting have not yet been determined).
- G.** By **Friday, April 4, 2008**, submission is due to DHR, and to the Town if so requested, of **no less than twenty-five (25) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3., 4 and 5., above, for a total of no less than 100 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- H.** No later than close of business on **Thursday, May 1, 2008**, **all complete, final documentation products** (printed and electronic documentation forms, photographs, site plans, maps, and negatives) must be received by DHR, unless an alternative agreement has been previously negotiated with DHR. Final documentation products shall be consistent with DHR requirements, and shall reflect comments resulting from review by DHR and the Town of draft materials submitted by the contractor to DHR, and the Town if requested, according to the schedule outlined above in sections IV.3 through 6. During the period beginning **Monday, May 19, 2008**, to the close of the contract on **Friday, June 13, 2008**, final documentation products and payments shall be processed by DHR.

V. CONTRACTOR DATA SHEET

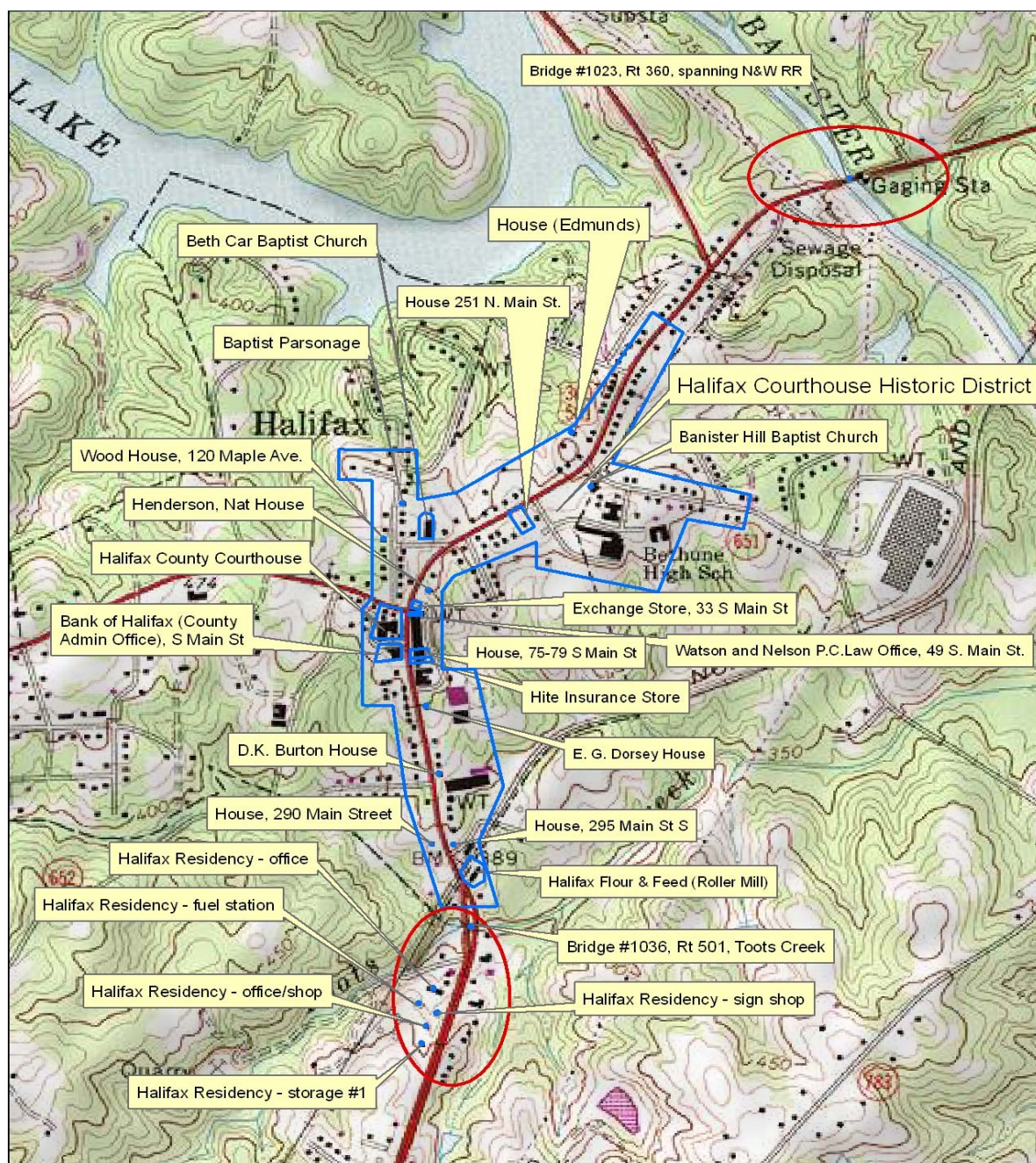
1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. _____ years _____ months.
3. REFERENCES: Indicate below a listing of at least three (3) recent references for whom you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT	ADDRESS	DATE OF SERVICE	PERSON TO CONTACT & PHONE NO.
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VI. SCHEDULE OVERVIEW

See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates for deliverables

Wednesday, February 7, 2007	RFP issued.
Friday, February 23, 2007	Deadline at 4:00 PM for receipt of proposals in DHR's Administrative Services Division Office, 10 Courthouse Avenue, Petersburg, VA 23803.
Monday, April 30, 2007	First project meeting with contractor, DHR, and Town officials to be held by this date (location to be determined).
Tuesday, July 31, 2007	Project to be twenty-five percent (25%) complete by this date. Minimum of twenty-five (25) reconnaissance documentation forms on properties in the historic district and recommendations concerning proposed Halifax Court House Historic District boundaries due by this date.
Wednesday, October 31, 2007	Second project meeting with contractor, DHR, and Town officials to be held by this date (location to be determined). Project to be fifty percent (50%) complete by this date. Minimum of twenty-five (25) reconnaissance documentation forms on properties in the Halifax Court House Historic District due by this date.
Tuesday, January 15, 2008	Project to be seventy-five percent (75%) complete by this date. Minimum of twenty-five (25) reconnaissance documentation forms on properties in the historic district in addition to those already provided, and a complete draft National Register of Historic Places and Virginia Landmarks Register nomination on the Halifax Court House Historic District due by this date.
Friday, February 29, 2008	A final, complete, National Register of Historic Places and Virginia Landmarks Register nomination with all accompanying materials due by this date to DHR and the Town.
Friday, April 4, 2008	Minimum of twenty-five (25) reconnaissance documentation forms on properties in the historic district in addition to those already provided due by this date.
Thursday, May 1, 2008	All complete final documentation packages due – all work for the project is to be completed by this date.
June 2008 (exact date TBD)	State Review Board/Historic Resources Board meeting – presentation of National Register of Historic Places and Virginia Landmarks Register nomination on the Halifax Court House Historic District (contractor may be asked to attend this meeting and/or the legally required public information meeting preceding the boards meeting, during the late April-early May timeframe).



Proposed Halifax Historic District Expansion

Existing Architectural Resources

0 0.045 0.09 0.18 0.27 0.36 Miles
Mapped By C SW, January 18, 2007
 VDH 2007, VDH 2002, National Geographic 2003



VII. Map of Town of Halifax and Halifax Court House Historic District

Map prepared from information on file at DHR's Archives (image not to scale).

ATTACHMENT D

**ARCHITECTURAL SURVEY AND
NATIONAL REGISTER OF
HISTORIC PLACES/
VIRGINIA LANDMARKS REGISTER
NOMINATIONS FOR SELECTED
NEIGHBORHOODS

CITY OF HAMPTON**

PROJECT OVERVIEW

Issue Date: Wednesday, February 7, 2007

Title: Architectural Survey and National Register of Historic Places/Virginia Landmarks Register Nominations for Selected Neighborhoods

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

Location Where Work Will Be Performed: City of Hampton, Virginia

Period of Contract: From Date of Award through Friday, June 13, 2008.

Responses will be received until **4:00 PM, Friday, February 23, 2007**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by fax, or by e-mail, to:

Mrs. Jennifer Mayton
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803

Phone number: (804) 862-6408
E-mail: Jennifer.Mayton@dhr.virginia.gov

All inquiries for information about this solicitation should be directed to Mrs. Mayton.

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I. PURPOSE:

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to survey architectural properties located within the City of Hampton, in the Old Wythe and Pasture Point historic districts and prepare National Register of Historic Places/Virginia Landmarks Register nominations for the districts, and survey architectural properties in the Buckroe, Coliseum Central, and North King Street historic districts and prepare Preliminary Information Forms for the districts.

II. BACKGROUND:

In 2006, DHR and the City of Hampton determined to enter into an agreement to share the cost of documenting a minimum of 1670 and no more than 1925 reconnaissance-level documentation forms with accompanying materials; and of producing National Register of Historic Places and Virginia Landmarks Register nominations for the Old Wythe Historic District and the Pasture Point Historic District, and Preliminary Information Forms for the Buckroe, Coliseum Central, and North King Street historic districts. In 2005, the Old Wythe Historic District and the Pasture Point Historic District were found to be potentially eligible for listing in the National Register of Historic Places and Virginia Landmarks Register by DHR. The other areas under consideration for this project have been identified as part of the City's Master Plan objective to survey and evaluate the City's older neighborhoods.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City and DHR and that is delivered in a timely manner.

III. STATEMENT OF NEEDS:

The contractor shall provide all labor and materials to produce a minimum of 1,670 and no more than 1,925 reconnaissance-level documentation forms with accompanying materials; completed National Register of Historic Places and Virginia Landmarks Register nominations for the Old Wythe Historic District and the Pasture Point Historic District; and Preliminary Information Forms for the Buckroe, Coliseum Central, and North King Street historic districts.

The contractor shall provide documentation forms, photographs, and other materials to make a complete documentation package according to DHR standards for each property documented. A total of about 64 properties to be documented have been previously surveyed; for these properties, redocumentation, with an update of existing information, shall be conducted. Field investigations and preparation of all documentation materials shall be consistent with the procedures established by the *Secretary of the Interior's Guidelines for a Comprehensive Reconnaissance Survey*.

National Register of Historic Places and Virginia Landmarks Register documentation shall be

prepared in a manner consistent with DHR guidelines and with National Park Service guidelines and requirements. The contractor shall prepare an inventory that identifies each building documented for this project in each historic district as either contributing or non-contributing, which will become part of the National Register of Historic Places and Virginia Landmarks Register nominations and the PIFs. During the initial phase of the project, as documentation on properties in the historic districts gets underway, the contractor shall provide recommendations concerning the boundaries for each of the five proposed historic districts, and the boundaries will be finalized in consultation with DHR and City staff. The PIFs and the National Register of Historic Places and Virginia Landmarks Register nomination packages must be completed in time for presentation at the June SRB/HRB 2008 meeting (exact dates for the SRB/HRB meetings to be determined). All due dates for submission of materials to DHR and for meetings prior to the June SRB/HRB meeting *must* be met.

A. DOCUMENTATION PRODUCTS

- 1. RECONNAISSANCE DOCUMENTATION FILES:** Each documentation form shall record a single property, including primary and secondary resources, and shall require a single documentation form.³ The following materials shall be provided:
 - a.** Two (2) sets of hard copy reconnaissance-level documentation forms (minimum of 1,670 properties; maximum of 1,925 properties). The forms must adequately document each property. The contractor shall conduct data entry for these properties in the Data Sharing System (DSS) program used by DHR and local governments in Virginia. The documentation forms shall be printouts from the DSS program.

An adequate reconnaissance-level documentation form includes:

- 1.** A detailed physical description of the primary resource as well as a brief description of each of the secondary resources on the property.
- 2.** A one- to three-sentence evaluation of the property, placing it in its local historical and architectural context, beyond the parameters of the property's neighborhood, historic district, community, region, and state as appropriate.
- 3.** If the property is located in a historic district that is listed in the National Register of Historic Places or the Virginia Landmarks Register, or in an eligible or potentially eligible historic district, the form shall state whether the property and all resources on the property are considered to be contributing or non-contributing within the historic district.

³Property is defined as a geographic area that contains resources. Resource is defined as a building, structure, site or object.

- b. Two (2) sets of 3½” x 5” black and white, archivally stable photos shall accompany the documentation forms, placed in neatly labeled DHR photo transparent sheets (4” x 6” black and white photos may be used if 3½” x 5” size photos cannot be obtained). The photos must adequately document the property, must be processed using black and white ARCHIVAL processing methods, shall have a glossy finish, and shall be labeled according to DHR requirements. **Note that photos not prepared as described herein may be returned to the contractor for reprocessing at the contractor’s expense.**

Adequate reconnaissance-level photographic documentation includes:

- 1. A minimum of two (2) exterior photos showing different views of the primary resource, which must include the primary façade(s), and secondary facades if accessible; **and**
 - 2. A minimum of one (1) exterior photo per secondary resource, or for a group of secondary resources if they are located close together, for both contributing and non-contributing resources.
 - 3. Photographs that sufficiently illustrate the architectural character of the resource(s). At least one (1) photograph shall be taken at close range, sufficient to show details of design, construction, or materials.
- c. Two (2) copies of a site plan sketch of each property (not to scale is acceptable) indicating the relationship between the primary resource(s) and any secondary resource(s), and the public sidewalk and street or road and neighboring properties. The site plan sketch shall include depiction of significant landscape features (such as hardscapes, plant materials, and structures such as fences and walls), the public sidewalk and main street or road, and any significant natural features such as creeks and rivers. Maps or drawings provided by the City may be used for site plans, if they provide or have added to them the necessary information as stated above.
 - d. Two (2) copies of the relevant section of the appropriate USGS topographic map for each property, labeled with the property address and DHR resource number.
 - e. Two (2) copies of sections of base maps highlighting individual property locations (see Maps, item 7, below).

2. **DOCUMENTATION MATERIALS PROCESSING:**

- a. One (1) set of hard-copy documentation forms with accompanying site plan

sketches, maps, and photographs shall be provided to DHR; one (1) set of hard copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to the City.

- b. Materials submitted to DHR for each documented property shall be placed in DHR documentation file envelopes neatly labeled in pencil with up to five (5) consecutively numbered properties in each file folder for reconnaissance-level documentation files. Note that some documentation materials resulting from this project may be integrated with existing materials on file at DHR. Materials on any properties that are being redocumented for this project shall be submitted to DHR in plain envelopes; they need not be submitted in DHR archives envelopes.
- c. All materials provided to DHR shall be fully and carefully reviewed and proofread for compliance with DHR and National Park Service requirements, and checked for typographical errors before submission to DHR. Materials that are not satisfactory shall be returned to the contractor for proofreading, editing, and correction of any errors and omissions.

3. PHOTOGRAPHIC NEGATIVES:

One (1) set of all negatives produced by the documentation project shall be processed according to DHR standards and submitted to DHR upon completion of the project.

4. DIGITAL IMAGES:

In addition to the print images specified above, the contractor shall provide digital images to DHR, that adequately document the primary resource and a minimum of one image per secondary resource or group of secondary resources (contributing and non-contributing). Digital images must sufficiently illustrate the architectural character of the resource; at least one (1) digital image shall be taken at close range. Images shall be saved on a CD-ROM in a TIF format at a resolution of at least 300 dpi. An electronic file folder with the DHR resource number shall be created. Individual digital images shall be named according to the following convention: with the resource number and the year the photo was taken, followed by a brief description (for example, “062-5003-0001_2005_front_elevation” and “062-5003-0001_2005_barn” in the 062-5003-0001 property folder).

5. HISTORIC DISTRICT BOUNDARIES

The consultant shall use the guidance in DHR’s survey manual for determining the boundaries of the historic district (see Section III. B. 3. below) and shall consult

with DHR's Tidewater Region Preservation Office (TRPO) as needed to identify defensible boundaries for the district, and shall propose final boundaries during the initial phase of the project (due at the 25% completion point).

6. PRELIMINARY INFORMATION FORM (PIF):

The contractor shall prepare PIFs for the Buckroe, Coliseum Central, and North King Street historic districts. The PIFs shall each include an inventory of properties in the historic district, prepared according to standard requirements for a National Register and Virginia Landmarks Register nomination inventory, identifying each building documented for this project in the proposed historic district as either contributing or non-contributing. The PIFs will be presented to the State Review Board and Historic Resources Board at its June 2008 meeting (exact date to be determined). DHR staff will make the presentation; however, the contractor may be asked to attend the meeting. DHR requirements for a complete PIF must be met, following the guidance provided for preparation of a PIF for historic districts (the PIF can be downloaded from DHR's web site, at <http://www.dhr.virginia.gov/> - see the download library on page http://www.dhr.virginia.gov/homepage_general/download.htm).

7. NATIONAL REGISTER OF HISTORIC PLACES AND VIRGINIA LANDMARKS REGISTER NOMINATION:

The contractor shall prepare a National Register of Historic Places and Virginia Landmarks Register nomination for the proposed Old Wythe and Pasture Point historic districts, which will be presented to the State Review Board and Historic Resources Board at the June 2008 meeting. In addition to the requirements as presented in National Register Bulletin 16-A, DHR requires the following materials for each district nomination:

- a. An additional 5" X 7" publication quality black-and-white photograph printed on archivally stable paper, submitted with the National Register nomination forms (a total of two (2) publication quality photos per nomination), and an additional set of nomination photographs, at a minimum size of 3 ½" x 5", printed on archivally stable paper (a total of two (2) sets per nomination).
- b. Negatives associated with the National Register nomination labeled according to DHR standards.
- c. Slides illustrating the proposed historic districts (these are required for the presentation to the State Review Board and Historic Resources Board, and will be added to DHR's slide library).
- d. Digital images of the views of which slides are provided are required, labeled

according to the protocol outlined in item III.A.4.

- e. An inventory with a brief description of all documented properties within the proposed historic district included at the conclusion of Section 7 of the National Register nomination form. The list shall be generated from the DSS database developed through the survey. For the nomination, all resources in the district shall be included in the inventory, and shall be identified in terms of whether they contribute or do not contribute to the character and significance of the historic district. The inventory shall be prepared according to guidelines for preparing an inventory for a National Register of Historic Places nomination form, and shall include property name and DHR resource number for each property in the historic district. Maps and a bibliography shall be included with the nomination.
- f. The nomination package shall include a list of all property owners and mailing addresses of record within the historic district, and a separate list of all property owners with mailing addresses whose properties are adjacent to the historic district. **The City shall provide this list, along with two (2) sets of mailing labels for property owners within the historic districts, and two (2) sets of mailing labels for owners whose properties are adjacent to the historic district, to the contractor.**
- g. The National Register nominations shall be provided on separate MS-DOS compatible disks to facilitate editing and reproduction. The template for the nominations will be provided by DHR.

8. MAPS:

All documented properties shall be mapped, and labeled with the property name and DHR file number, on two (2) sets of base maps provided by the City. The contractor shall provide one (1) set of labeled maps to DHR, and one (1) set to the Town. Each map must clearly show each documented property neatly labeled by address, property boundaries, street names, approximate scale, and a north arrow. Photocopies of sections of City base maps highlighting individual property locations shall be a part of each property documentation file.

In addition, one (1) set of appropriate USGS quadrangle map(s) showing the documented area in pencil shall be submitted to DHR.

B. DOCUMENTATION PREPARATION

1. PROJECT ORIENTATION AND TRAINING:

- a. The contractor must attend a **project orientation meeting** with the DHR Survey Manager and DHR Archivist prior to the first project meeting, if the

contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include the DSS training described in item III.B.1.b, below, and can be coordinated with conducting required background research in DHR's Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project on file in DHR's Archives (copies are free of charge, and are to be provided to the City at the end of the project).

- b. If the contractor has not had DSS training, or if the contractor has not received DSS training within six months prior to beginning work on this project, the contractor **must** attend a **DHR training program in DSS** with DHR's DSS Manager before the first project meeting with DHR and Town staff (training shall be coordinated with DHR's DSS Manager). **The individuals who will be entering data into DSS for this project must attend this training in person.** Documentation materials and training information on use of the DHR DSS database system, and requirements for submitting DSS data to DHR for this project, shall be provided at this time.

2. BACKGROUND RESEARCH:

Prior to beginning fieldwork, the contractor must review existing materials relevant to the project area held by the DHR Archives, including earlier comprehensive documentation on properties in the City and existing historic district and individual property nominations for district(s) and properties in the City. It is also expected that the contractor shall examine all pertinent information related to the proposed project area in the City's governmental records. It is expected that the contractor shall also carry out background research in other repositories, as necessary.

- 3. **FOR DOCUMENTATION REQUIREMENTS see the DHR website, Employment & Procurement opportunities page, for the current copy of DHR's survey manual for architectural Cost Share projects, "Guidelines for Conducting Architectural Cost Share Survey in Virginia, 2005-2006" at http://www.dhr.virginia.gov/homepage_features/jobs4.htm. If this link does not work – go to the home page of the DHR web site at www.dhr.virginia.gov/, and on the second page, select the Employment & Procurement link on the right side of the page.** Please note that DHR's survey manual is undergoing revision. Guidance in the survey manual draft that is in effect when the contract for this project is executed will apply to work carried out for the duration of the contract.

IV. REPORTING AND DELIVERY INSTRUCTIONS (also see the Schedule Overview, item VI)

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and City officials to discuss the goals, progress, and findings of the project. The **first project meeting** shall be held by **Monday, April 30, 2007**, the **second project meeting** by **Wednesday, October 31, 2007**, and the **final project meeting** by **Thursday, May 1, 2008**, at which point all work on the project for the purposes of this contract must be completed and provided to DHR, unless other arrangements have been made in advance.

It is anticipated that there will be at least one **public meeting** during the initial stage of the project, which may be combined with the **first project meeting**; the consultant will be expected to make a brief presentation on the proposed project methodology at these meetings. At the **final project meeting**, which is expected to include a **public meeting** component, the contractor may be asked to provide a brief 10 to 15 minute informal presentation about the project and the findings resulting from it.

In addition, the contractor may be asked to attend the public information meetings legally required for consideration of the National Register of Historic Places and Virginia Landmarks Register nominations of the historic districts and to make a presentation about the project and its findings at these meetings (typically this is done with a brief slide show or PowerPoint presentation), and/or the June 2008 State Review Board and Historic Resources Board (SRB/HRB) meeting at which the nominations will be considered (exact dates for these meetings are yet to be determined, but it is anticipated that the public meeting will be held in the late April/early May 2008 timeframe, and the SRB/HRB meeting in early June 2008).

- A. The contractor must attend a **project orientation meeting** to discuss the project with DHR staff if the contractor has not been directly involved in a Cost Share program project within the past 12 months, and may also be required to attend a **training meeting** at DHR's Richmond office to receive DSS training, if needed (see item III.B.1. above). The project orientation and training meetings must be held prior to the **first project meeting** with DHR and Town staff, which is to be held by **Monday, April 30, 2007**.
- B. The contractor must attend the **first project meeting** with DHR's Tidewater Region Preservation Office (TRPO) staff and City officials no later than **Monday, April 30, 2007** to discuss the project. A windshield survey of the project areas may be conducted as part of this meeting. Part of this meeting may also include a **public information meeting**; otherwise a separate public information meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by Tuesday, July 31, 2007).
- C. By **Tuesday, July 31, 2007**, the project must be **twenty-five percent (25%) complete**. Evidence of the status of completion shall be provided to DHR, and to the City if so requested, by submission of a sample of **no less than one hundred (100) draft property documentation forms** with a sample of no less than fifty (50) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps). The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials

shall be provided to both in hard copy. By this date, the contractor shall also provide DHR and the City with **recommendations concerning proposed final boundaries for the five historic districts.**

- D. By **Wednesday, October 31, 2007**, the project must be **fifty percent (50%)** complete. By this date, the contractor must meet with DHR staff and City officials to discuss the progress of the project. **No less than two hundred (200) draft documentation forms** with a sample of no less than fifty (50) sets of accompanying materials (copies of site plan sketches, photocopies of photos, and copies of maps), in addition to those already submitted as referenced in item IV.3. above, for a total of 300, must be provided by this date to DHR, and the City if so requested. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- E. By **Tuesday, January 15, 2008**, the project must be **seventy-five percent (75%)** complete. Evidence of the status of completion shall be provided to DHR, and to the City if so requested, by submission of **no less than two hundred (200) draft documentation forms** with a sample of no less than fifty (50) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3. and 4., above, for a total of no less than 500 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. Also due by this date are **complete drafts of the National Register of Historic Places and Virginia Landmarks Register nominations for the Old Wythe and the Pasture Point Historic Districts.**
- F. By **Friday, February 29, 2008, final, complete, National Register of Historic Places and Virginia Landmarks Register nomination forms for the Old Wythe and the Pasture Point Historic Districts and all accompanying materials** are due to DHR and to the City. These materials shall be ready for presentation at the June 2008 State Review Board and Historic Resources Board meeting (exact deadlines for submission of district nominations to DHR to be on the agenda for this meeting have not yet been determined).
- G. By **Friday, April 4, 2008**, submission is due to DHR, and to the City if so requested, of **no less than two hundred (200) draft documentation forms** with a sample of no less than fifty (50) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3., 4 and 5., above, for a total of no less than 700 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. Also due to DHR by this date are complete **Preliminary Information Forms for the Buckroe, Coliseum Central, and North King Street historic districts.**

- H.** No later than close of business on **Thursday, May 1, 2008, all complete, final documentation products** (printed and electronic documentation forms, photographs, site plans, maps, and negatives) must be received by DHR, unless an alternative agreement has been previously negotiated with DHR. Final documentation products shall be consistent with DHR requirements, and shall reflect comments resulting from review by DHR and the City of draft materials submitted by the contractor to DHR, and the City if requested, according to the schedule outlined above in sections IV.3 through 6. During the period beginning **Monday, May 19, 2008**, to the close of the contract on **Friday, June 13, 2008**, final documentation products and payments shall be processed by DHR.

V. CONTRACTOR DATA SHEET

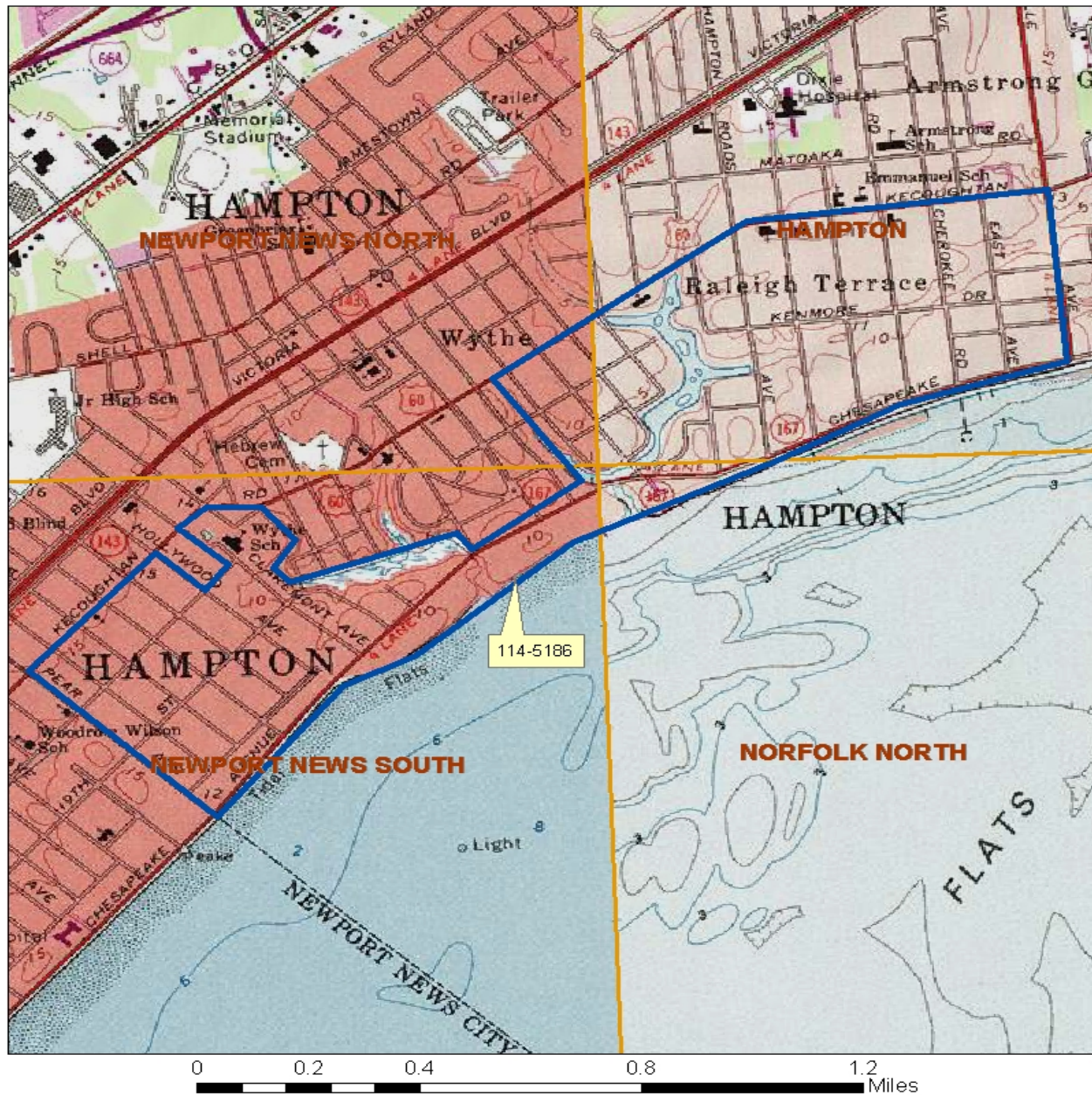
1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. _____ years _____ months.
3. REFERENCES: Indicate below a listing of at least three (3) recent references for whom you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT	ADDRESS	DATE OF SERVICE	PERSON TO CONTACT & PHONE NO.
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VI. SCHEDULE OVERVIEW

See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates for deliverables

Wednesday, February 7, 2007	RFP issued.
Friday, February 23, 2007	Deadline at 4:00 PM for receipt of proposals in DHR's Administrative Services Division Office, 10 Courthouse Avenue, Petersburg, VA 23803.
Monday, April 30, 2007	First project meeting with contractor, DHR, and City officials to be held by this date (location to be determined).
Tuesday, July 31, 2007	Project to be twenty-five percent (25%) complete by this date. Minimum of no less than one hundred (100) draft property documentation forms and recommendations concerning proposed final boundaries for the five historic districts due by this date.
Wednesday, October 31, 2007	Second project meeting with contractor, DHR, and City officials to be held by this date (location to be determined). Project to be fifty percent (50%) complete by this date. Minimum of two hundred (200) reconnaissance documentation forms on properties in the five historic districts due by this date.
Tuesday, January 15, 2008	Project to be seventy-five percent (75%) complete by this date. Minimum of two hundred (200) draft reconnaissance documentation forms on properties in the historic districts in addition to those already provided, and complete draft National Register of Historic Places and Virginia Landmarks Register nominations on Old Wythe and Pasture Point Historic Districts due by this date.
Friday, February 29, 2008	Final, complete, National Register of Historic Places and Virginia Landmarks Register nomination forms for the Old Wythe and the Pasture Point Historic Districts and all accompanying materials are due by this date. These materials shall be ready for presentation at the June 2008 State Review Board and Historic Resources Board meeting (exact deadlines for submission of district nominations to DHR to be on the agenda for this meeting have not yet been determined).
Friday, April 4, 2008	Minimum of two hundred (200) reconnaissance documentation forms on properties in the historic districts in addition to those already provided, and complete Preliminary Information Forms for the Buckroe, Coliseum Central, and North King Street historic districts due by this date.
Thursday, May 1, 2008	All complete final documentation packages due – all work for the project is to be completed by this date.
June 2008 (exact date TBD)	State Review Board/Historic Resources Board meeting – presentation of National Register of Historic Places and Virginia Landmarks Register nomination on the Old Wythe Historic District and the Pasture Point Historic District and Preliminary Information Forms for the Buckroe, Coliseum Central, and North King Street historic districts (contractor may be asked to attend this meeting and/or the legally required public information meetings preceding the boards meeting, during the late April-early May timeframe).



Data Sources: VDH 2006, National Geographic 2003, VGIN 2002

Proposed Old Wythe HD
City of Hampton

QH - Jan 2007



Legend

- Architecture selection
- USGS Quadrangle

VII. Map of City of Hampton - Old Wythe and Pasture Point Historic Districts; Buckroe, Coliseum Center and North King Street Historic Districts

Map prepared from information on file at DHR's Archives (image not to scale).

ATTACHMENT E

**ORANGE COMMERCIAL
HISTORIC DISTRICT
AND
COURTHOUSE SECTOR SURVEY

TOWN OF ORANGE**

PROJECT OVERVIEW

Issue Date: Wednesday, February 7, 2007

Title: Orange Commercial Historic District and Courthouse Sector Survey

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

**Location Where Work
Will Be Performed:** Town of Orange, Orange County, Virginia

Period of Contract: From Date of Award through Friday, June 13, 2008.

Responses will be received until **4:00 PM, Friday, February 23, 2007**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by fax, or by e-mail, to:

Mrs. Jennifer Mayton
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803

Phone number: (804) 862-6408
E-mail: Jennifer.Mayton@dhr.virginia.gov

All inquiries for information about this solicitation should be directed to Mrs. Mayton.

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I. PURPOSE:

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to survey the Courthouse Sector of the Town of Orange, part of which is located within the Orange Commercial Historic District.

II. BACKGROUND:

In 2006, DHR and the Town of Orange determined to enter into an agreement to share the cost of documenting a minimum of 175 and no more than 200 properties in the Courthouse Sector of the Town of Orange, part of which is located in the Orange Commercial Historic District. The properties to be documented include buildings located in the Orange Commercial Historic District and outside the historic district boundaries, with consideration to be given to potential expansion of the historic district. The Orange Commercial Historic District was listed in the Virginia Landmarks Register in 1998 and in the National Register of Historic Places in 1999.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town and DHR and that is delivered in a timely manner.

III. STATEMENT OF NEEDS:

The contractor shall provide all labor and materials to document a minimum of 175 and no more than 200 properties in the Courthouse sector of the Town of Orange, part of which is located within the Orange Commercial Historic District.

The contractor shall provide documentation forms, photographs, and other materials to make a complete documentation package according to DHR standards for each property documented. Approximately 75 properties to be documented have been previously surveyed; for these properties, redocumentation, with an update of existing information, shall be conducted. Field investigations and preparation of all documentation materials shall be consistent with the procedures established by the *Secretary of the Interior's Guidelines for a Comprehensive Reconnaissance Survey*.

During the initial phase of the project, as documentation on properties in the historic district gets underway, the contractor shall provide recommendations concerning the proposed historic district's boundary expansion, and the boundaries will be finalized in consultation with DHR and Town staff.

A. DOCUMENTATION PRODUCTS

1. **RECONNAISSANCE DOCUMENTATION FILES:** Each documentation form shall record a single property, including primary and secondary resources, and shall require a single documentation form.⁴ The following materials shall be provided:

- a. Two (2) sets of hard copy reconnaissance-level documentation forms (minimum of 175 properties; maximum of 200 properties). The forms must adequately document each property. The contractor shall conduct data entry for these properties in the Data Sharing System (DSS) program used by DHR and local governments in Virginia. The documentation forms shall be printouts from the DSS program.

An adequate reconnaissance-level documentation form includes:

1. A detailed physical description of the primary resource as well as a brief description of each of the secondary resources on the property.
 2. A one- to three-sentence evaluation of the property, placing it in its local historical and architectural context, beyond the parameters of the property's neighborhood, historic district, community, region, and state as appropriate.
 3. If the property is located in a historic district that is listed in the National Register of Historic Places or the Virginia Landmarks Register, or in an eligible or potentially eligible historic district, the form shall state whether the property and all resources on the property are considered to be contributing or non-contributing within the historic district.
- b. Two (2) sets of 3½" x 5" black and white, archivally stable photos shall accompany the documentation forms, placed in neatly labeled DHR photo transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained). The photos must adequately document the property, must be processed using black and white processing methods, shall have a glossy finish, and shall be labeled according to DHR requirements.
Note that photos not prepared as described herein may be returned to the contractor for reprocessing at the contractor's expense.

Adequate reconnaissance-level photographic documentation includes:

⁴Property is defined as a geographic area that contains resources. Resource is defined as a building, structure, site or object.

1. A minimum of two (2) exterior photos showing different views of the primary resource, which must include the primary façade(s), and secondary facades if accessible; **and**
 2. A minimum of one (1) exterior photo per secondary resource, or for a group of secondary resources if they are located close together, for both contributing and non-contributing resources.
 3. Photographs that sufficiently illustrate the architectural character of the resource(s). At least one (1) photograph shall be taken at close range, sufficient to show details of design, construction, or materials.
- c. Two (2) copies of a site plan sketch of each property (not to scale is acceptable) indicating the relationship between the primary resource(s) and any secondary resource(s), and the public sidewalk and street or road and neighboring properties. The site plan sketch shall include depiction of significant landscape features (such as hardscapes, plant materials, and structures such as fences and walls), the public sidewalk and main street or road, and any significant natural features such as creeks and rivers. Maps or drawings provided by the Town may be used for site plans, if they provide or have added to them the necessary information as stated above.
 - d. Two (2) copies of the relevant section of the appropriate USGS topographic map for each property, labeled with the property address and DHR resource number.
 - e. Two (2) copies of sections of base maps highlighting individual property locations (see Maps, item 7, below).

2. **DOCUMENTATION MATERIALS PROCESSING:**

- A. One (1) set of hard-copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to DHR; one (1) set of hard copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to the Town.
- B. Materials submitted to DHR for each documented property shall be placed in DHR documentation file envelopes neatly labeled in pencil with up to five (5) consecutively numbered properties in each file folder for reconnaissance-level documentation files. Note that some documentation materials resulting from this project may be integrated with existing materials on file at DHR. Materials on any properties that are being redocumented for this project shall be submitted to DHR in plain envelopes; they need not be submitted in DHR archives envelopes.

- C. All materials provided to DHR shall be fully and carefully reviewed and proofread for compliance with DHR and National Park Service requirements, and checked for typographical errors before submission to DHR. Materials that are not satisfactory shall be returned to the contractor for proofreading, editing, and correction of any errors and omissions.

3. PHOTOGRAPHIC NEGATIVES:

One (1) set of all negatives produced by the documentation project shall be processed according to DHR standards and submitted to DHR upon completion of the project.

4. DIGITAL IMAGES:

In addition to the print images specified above, the contractor shall provide digital images to DHR, that adequately document the primary resource and a minimum of one image per secondary resource or group of secondary resources (contributing and non-contributing). Digital images must sufficiently illustrate the architectural character of the resource; at least one (1) digital image shall be taken at close range. Images shall be saved on a CD-ROM in a TIF format at a resolution of at least 300 dpi. An electronic file folder with the DHR resource number shall be created. Individual digital images shall be named according to the following convention: with the resource number and the year the photo was taken, followed by a brief description (for example, “062-5003-0001_2005_front_elevation” and “062-5003-0001_2005_barn” in the 062-5003-0001 property folder).

5. MAPS:

All documented properties shall be mapped, and labeled with the property name and DHR file number, on two (2) sets of base maps provided by the Town. The contractor shall provide one (1) set of labeled maps to DHR, and one (1) set to the Town. Each map must clearly show each documented property neatly labeled by address, property boundaries, street names, approximate scale, and a north arrow. Photocopies of sections of Town base maps highlighting individual property locations shall be a part of each property documentation file.

In addition, one (1) set of appropriate USGS quadrangle map(s) showing the documented area in pencil shall be submitted to DHR.

B. DOCUMENTATION PREPARATION

1. PROJECT ORIENTATION AND TRAINING:

- a. The contractor must attend a **project orientation meeting** with the DHR Survey Manager and DHR Archivist prior to the first project meeting, if the contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include the DSS training described in item III.B.1.b, below, and can be coordinated with conducting required background research in DHR's Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project on file in DHR's Archives (copies are free of charge, and are to be provided to the Town at the end of the project).
- b. If the contractor has not had DSS training, or if the contractor has not received DSS training within six months prior to beginning work on this project, the contractor **must** attend a **DHR training program in DSS** with DHR's DSS Manager before the first project meeting with DHR and Town staff (training shall be coordinated with DHR's DSS Manager). **The individuals who will be entering data into DSS for this project must attend this training in person.** Documentation materials and training information on use of the DHR DSS database system, and requirements for submitting DSS data to DHR for this project, shall be provided at this time.

2. BACKGROUND RESEARCH:

Prior to beginning fieldwork, the contractor must review existing materials relevant to the project area held by the DHR Archives, including earlier comprehensive documentation on properties in the Town and existing historic district and individual property nominations for district(s) and properties in the Town. It is also expected that the contractor shall examine all pertinent information related to the proposed project area in the Town's governmental records. It is expected that the contractor shall also carry out background research in other repositories, as necessary.

3. **FOR DOCUMENTATION REQUIREMENTS** see the DHR website, **Employment & Procurement opportunities page**, for the current copy of DHR's survey manual for architectural Cost Share projects, "*Guidelines for Conducting Architectural Cost Share Survey in Virginia, 2005-2006*" at http://www.dhr.virginia.gov/homepage_features/jobs4.htm. If this link does not work – go to the home page of the DHR web site at www.dhr.virginia.gov/, and on the second page, select the **Employment & Procurement link on the right side of the page**. Please note that DHR's survey manual is undergoing revision. Guidance in the survey manual draft that is in effect when the contract for

this project is executed will apply to work carried out for the duration of the contract.

IV. **REPORTING AND DELIVERY INSTRUCTIONS:** (also see the Schedule Overview, item VI)

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and Town officials to discuss the goals, progress, and findings of the project. The **first project meeting** shall be held by **Monday, April 30, 2007**, the **second project meeting** by **Wednesday, October 31, 2007**, and the **final project meeting** by **Thursday, May 1, 2008**, at which point all work on the project for the purposes of this contract must be completed and provided to DHR, unless other arrangements have been made in advance.

It is anticipated that there will be at least one **public meeting** during the initial stage of the project, which may be combined with the **first project meeting**; the consultant will be expected to make a brief presentation on the proposed project methodology at these meetings. At the **final project meeting**, which is expected to include a **public meeting** component, the contractor may be asked to provide a brief 10 to 15 minute informal presentation about the project and the findings resulting from it.

In addition, the contractor may be asked to attend the public information meeting and to make a presentation about the project and its findings at this meeting (typically this is done with a brief slide show or PowerPoint presentation).

- A. The contractor must attend a **project orientation meeting** to discuss the project with DHR staff if the contractor has not been directly involved in a Cost Share program project within the past 12 months, and may also be required to attend a **training meeting** at DHR's Richmond office to receive DSS training, if needed (see item III.B.1. above). The project orientation and training meetings must be held prior to the **first project meeting** with DHR and Town staff, which is to be held by **Monday, April 30, 2007**.
- B. The contractor must attend the **first project meeting** with DHR's Northern Regional Preservation Office (NRPO) staff and Town officials no later than **Monday, April 30, 2007** to discuss the project. A windshield survey of the project area may be conducted as part of this meeting. Part of this meeting may also include a **public information meeting**; otherwise a separate public information meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by Tuesday, July 31, 2007).
- C. By **Tuesday, July 31, 2007**, the project must be **twenty-five percent (25%) complete**. Evidence of the status of completion shall be provided to DHR, and to the Town if so requested, by submission of a sample of **no less than thirty (30) draft property documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps). The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials

shall be provided to both in hard copy. By this date, the contractor shall also provide DHR and the Town with **recommendations concerning proposed boundary changes for the historic district.**

- D. By **Wednesday, October 31, 2007**, the project must be **fifty percent (50%)** complete. By this date, the contractor must meet with DHR staff and Town officials to discuss the progress of the project. **No less than thirty (30) draft property documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos, and copies of maps), in addition to those already submitted as referenced in item IV.3. above, for a total of 60, must be provided by this date to DHR, and the Town if so requested. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- E. By **Tuesday, January 15, 2008**, the project must be **seventy-five percent (75%)** complete. Evidence of the status of completion shall be provided to DHR, and to the Town if so requested, by submission of **no less than thirty (30) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3. and 4., above, for a total of no less than 90 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- F. By **Friday, April 4, 2008**, submission is due to DHR, and to the Town if so requested, of **no less than thirty (30) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3., 4 and 5., above, for a total of no less than 120 properties. The draft documentation forms and recommendation for a proposed boundary increase shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- G. No later than close of business on **Thursday, May 1, 2008, all complete, final documentation products** (printed and electronic documentation forms, photographs, site plans, maps, and negatives, and survey report) must be received by DHR, unless an alternative agreement has been previously negotiated with DHR. Final documentation products shall be consistent with DHR requirements, and shall reflect comments resulting from review by DHR and the Town of draft materials submitted by the contractor to DHR, and the Town if requested, according to the schedule outlined above in sections IV.3 through 6. During the period beginning **Monday, May 19, 2008**, to the close of the contract on **Friday, June 13, 2008**, final documentation products and payments shall be processed by DHR.

V. CONTRACTOR DATA SHEET

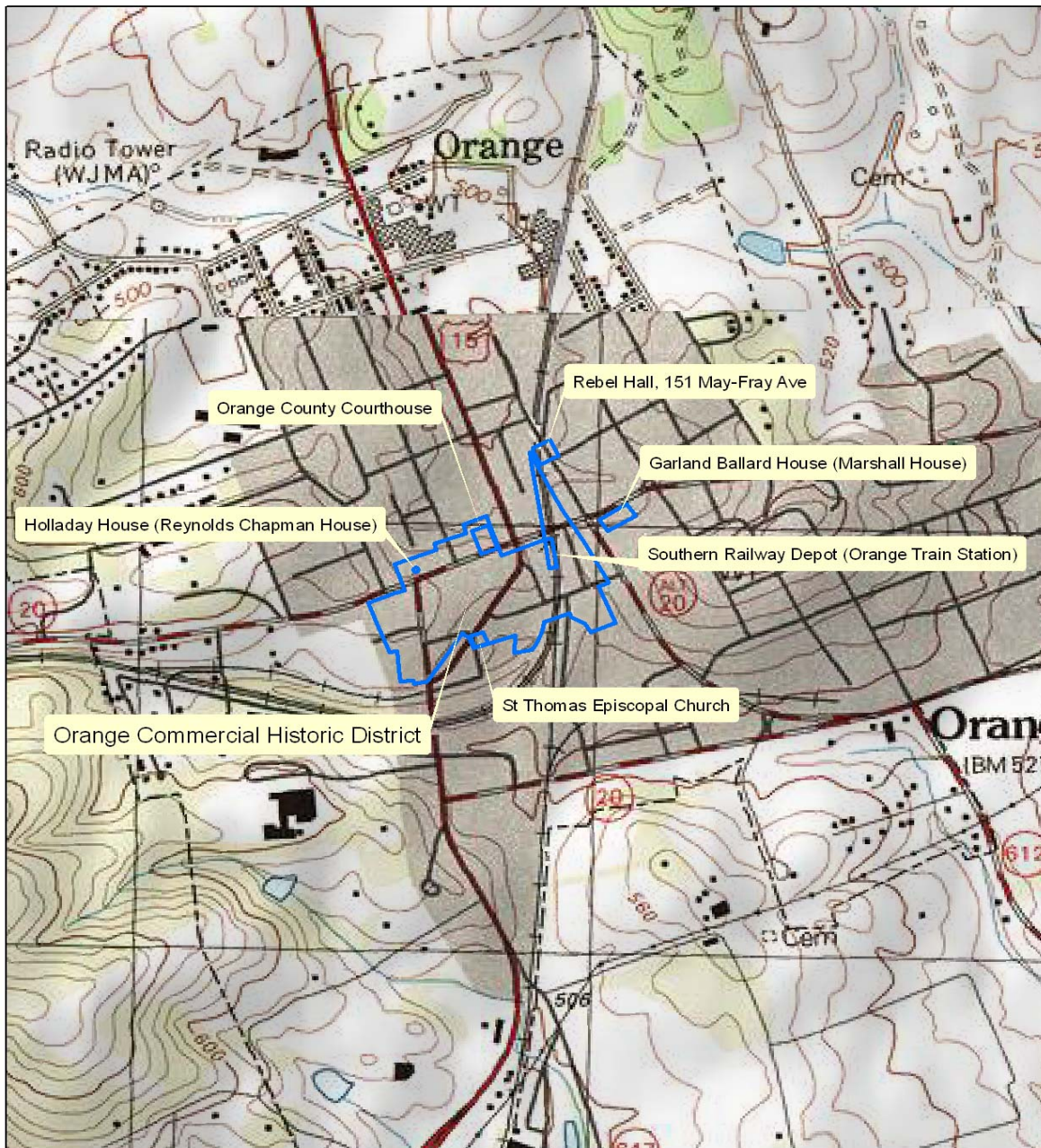
1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. _____ years _____ months.
3. REFERENCES: Indicate below a listing of at least three (3) recent references for whom you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT	ADDRESS	DATE OF SERVICE	PERSON TO CONTACT & PHONE NO.
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VI. SCHEDULE OVERVIEW

See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates for deliverables

Wednesday, February 7, 2007	RFP issued.
Friday, February 23, 2007	Deadline at 4:00 PM for receipt of proposals in DHR's Administrative Services Division Office, 10 Courthouse Avenue, Petersburg, VA 23803.
Monday, April 30, 2007	First project meeting with contractor, DHR, and Town officials to be held by this date (location to be determined).
Tuesday, July 31, 2007	Project to be twenty-five percent (25%) complete by this date. A minimum of thirty (30) reconnaissance documentation forms on properties in the Courthouse Sector of the Town of Orange , part of which is located within the Orange Commercial Historic District, and recommendation of proposed boundaries for an expanded historic district due by this date.
Wednesday, October 31, 2007	Second project meeting with contractor, DHR, and Town officials to be held by this date (location to be determined). Project to be fifty percent (50%) complete by this date. Minimum of thirty (30) reconnaissance documentation forms on properties in the Courthouse Sector of the Town of Orange will be due by this date.
Tuesday, January 15, 2008	Project to be seventy-five percent (75%) complete by this date. Minimum of thirty (30) reconnaissance documentation forms on properties in the Courthouse Sector of the Town of Orange will be due by this date.
Friday, April 4, 2008	Minimum of thirty (30) reconnaissance documentation forms on properties in the Courthouse Sector of the Town of Orange will be due by this date.
Thursday, May 1, 2008	All complete final documentation packages due – all work for the project is to be completed by this date.



Existing Orange Architectural Resources

0 0.05 0.1 0.2 0.3 0.4 Miles

Mapped By CSW January 19, 2007
VDHR 2007, VGIN 2002, National Geographic 2003



VII. Map of Orange Commercial Historic District and Project Area, Town of Orange

Map prepared from information on file at DHR's Archives (image not to scale).

ATTACHMENT F

**CITY OF ROANOKE
INDIVIDUAL PROPERTIES
ARCHITECTURAL SURVEY**

CITY OF ROANOKE

PROJECT OVERVIEW

Issue Date: Wednesday, February 7, 2007

Title: City of Roanoke Individual Properties Architectural Survey

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

**Location Where Work
Will Be Performed:** City of Roanoke, Virginia

Period of Contract: From Date of Award through Friday, June 13, 2008.

Responses will be received until **4:00 PM, Friday, February 23, 2007**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by fax, or by e-mail, to:

Mrs. Jennifer Mayton
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803

Phone number: (804) 862-6408
E-mail: Jennifer.Mayton@dhr.virginia.gov

All inquiries for information about this solicitation should be directed to Mrs. Mayton.

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I. PURPOSE:

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to survey pre-selected individual architectural properties in the City of Roanoke.

II. BACKGROUND:

In 2006, DHR and the City of Roanoke (City) determined to enter into an agreement to share the cost of documenting a minimum of 50 properties in the City. The project will complete work begun through DHR's Cost Share program in 2006, involving documentation of the Salem Avenue Historic District and listing of the district in the Virginia Landmarks Register and National Register of Historic Places. The current project to document a minimum of 50 properties at the reconnaissance level will complete the City's efforts to prepare an accurate and comprehensive inventory of historic properties located within the City.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City and DHR and that is delivered in a timely manner.

III. STATEMENT OF NEEDS:

The contractor shall provide all labor and materials to document a minimum of 50 individual properties in the City of Roanoke, the properties to be surveyed having been pre-selected by the City of Roanoke in conjunction with DHR's Roanoke Regional Preservation Office (RRPO).

The contractor shall provide documentation forms, photographs, and other materials to make a complete documentation package according to DHR standards for each property documented. Approximately 15 properties to be documented have been previously surveyed; for these properties, redocumentation, with an update of existing information, shall be conducted. The consultant shall use the guidance of DHR's Roanoke Regional Office (RRPO) for determining the properties to be surveyed and shall consult with DHR's RRPO as needed. Field investigations and preparation of all documentation materials shall be consistent with the procedures established by the *Secretary of the Interior's Guidelines for a Comprehensive Reconnaissance Survey*.

A. DOCUMENTATION PRODUCTS

- 1. RECONNAISSANCE DOCUMENTATION FILES:** Each documentation form shall record a single property, including primary and secondary resources, and shall require a single documentation form.⁵ The following materials shall be provided:

⁵Property is defined as a geographic area that contains resources. Resource is defined as a building, structure, site or object.

- a. Two (2) sets of hard copy reconnaissance-level documentation forms (minimum of 50 properties). The forms must adequately document each property. The contractor shall conduct data entry for these properties in the Data Sharing System (DSS) program used by DHR and local governments in Virginia. The documentation forms shall be printouts from the DSS program.

An adequate reconnaissance-level documentation form includes:

1. A detailed physical description of the primary resource as well as a brief description of each of the secondary resources on the property.
 2. A one- to three-sentence evaluation of the property, placing it in its local historical and architectural context, beyond the parameters of the property's neighborhood, historic district, community, region, and state as appropriate.
 3. If the property is located in a historic district that is listed in the National Register of Historic Places or the Virginia Landmarks Register, or in an eligible or potentially eligible historic district, the form shall state whether the property and all resources on the property are considered to be contributing or non-contributing within the historic district.
- b. Two (2) sets of 3½" x 5" black and white, archivally stable photos shall accompany the documentation forms, placed in neatly labeled DHR photo transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained). The photos must adequately document the property, must be processed using black and white processing methods, shall have a glossy finish, and shall be labeled according to DHR requirements.
Note that photos not prepared as described herein may be returned to the contractor for reprocessing at the contractor's expense.

Adequate reconnaissance-level photographic documentation includes:

1. A minimum of two (2) exterior photos showing different views of the primary resource, which must include the primary façade(s), and secondary facades if accessible; **and**
2. A minimum of one (1) exterior photo per secondary resource, or for a group of secondary resources if they are located close together, for both contributing and non-contributing resources.
3. Photographs that sufficiently illustrate the architectural character of the resource(s). At least one (1) photograph shall be taken at close range, sufficient to show details of design, construction, or materials.

- c. Two (2) copies of a site plan sketch of each property (not to scale is acceptable) indicating the relationship between the primary resource(s) and any secondary resource(s), and the public sidewalk and street or road and neighboring properties. The site plan sketch shall include depiction of significant landscape features (such as hardscapes, plant materials, and structures such as fences and walls), the public sidewalk and main street or road, and any significant natural features such as creeks and rivers. Maps or drawings provided by the Town may be used for site plans, if they provide or have added to them the necessary information as stated above.
- d. Two (2) copies of the relevant section of the appropriate USGS topographic map for each property, labeled with the property address and DHR resource number.
- e. Two (2) copies of sections of base maps highlighting individual property locations (see Maps, item 7, below).

2. DOCUMENTATION MATERIALS PROCESSING:

- A. One (1) set of hard-copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to DHR; one (1) set of hard copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to the City.
- B. Materials submitted to DHR for each documented property shall be placed in DHR documentation file envelopes neatly labeled in pencil with up to five (5) consecutively numbered properties in each file folder for reconnaissance-level documentation files. Note that some documentation materials resulting from this project may be integrated with existing materials on file at DHR. Materials on any properties that are being redocumented for this project shall be submitted to DHR in plain envelopes; they need not be submitted in DHR archives envelopes.
- C. All materials provided to DHR shall be fully and carefully reviewed and proofread for compliance with DHR and National Park Service requirements, and checked for typographical errors before submission to DHR. Materials that are not satisfactory shall be returned to the contractor for proofreading, editing, and correction of any errors and omissions.

3. PHOTOGRAPHIC NEGATIVES:

One (1) set of all negatives produced by the documentation project shall be processed according to DHR standards and submitted to DHR upon completion of

the project.

4. DIGITAL IMAGES:

In addition to the print images specified above, the contractor shall provide digital images to DHR, that adequately document the primary resource and a minimum of one image per secondary resource or group of secondary resources (contributing and non-contributing). Digital images must sufficiently illustrate the architectural character of the resource; at least one (1) digital image shall be taken at close range. Images shall be saved on a CD-ROM in a TIF format at a resolution of at least 300 dpi. An electronic file folder with the DHR resource number shall be created. Individual digital images shall be named according to the following convention: with the resource number and the year the photo was taken, followed by a brief description (for example, “062-5003-0001_2005_front_elevation” and “062-5003-0001_2005_barn” in the 062-5003-0001 property folder).

5. MAPS:

All documented properties shall be mapped, and labeled with the property name and DHR file number, on two (2) sets of base maps provided by the City. The contractor shall provide one (1) set of labeled maps to DHR, and one (1) set to the City. Each map must clearly show each documented property neatly labeled by address, property boundaries, street names, approximate scale, and a north arrow. Photocopies of sections of City base maps highlighting individual property locations shall be a part of each property documentation file.

In addition, one (1) set of appropriate USGS quadrangle map(s) showing the documented area in pencil shall be submitted to DHR.

B. DOCUMENTATION PREPARATION

1. PROJECT ORIENTATION AND TRAINING:

- a. The contractor must attend a **project orientation meeting** with the DHR Survey Manager and DHR Archivist prior to the first project meeting, if the contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include the DSS training described in item III.B.1.b, below, and can be coordinated with conducting required background research in DHR’s Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR’s Archivist and make copies of all materials relevant to this project on file in DHR’s Archives (copies are free of charge, and are to be provided to

the City at the end of the project).

- b. If the contractor has not had DSS training, or if the contractor has not received DSS training within six months prior to beginning work on this project, the contractor **must** attend a **DHR training program in DSS** with DHR's DSS Manager before the first project meeting with DHR and City staff (training shall be coordinated with DHR's DSS Manager). **The individuals who will be entering data into DSS for this project must attend this training in person.** Documentation materials and training information on use of the DHR DSS database system, and requirements for submitting DSS data to DHR for this project, shall be provided at this time.

2. BACKGROUND RESEARCH:

Prior to beginning fieldwork, the contractor must review existing materials relevant to the project area held by the DHR Archives, including earlier comprehensive documentation on properties in the City and existing historic district and individual property nominations for district(s) and properties in the City. It is also expected that the contractor shall examine all pertinent information related to the proposed project area in the City's governmental records. It is expected that the contractor shall also carry out background research in other repositories, as necessary.

3. **FOR DOCUMENTATION REQUIREMENTS see the DHR website, Employment & Procurement opportunities page, for the current copy of DHR's survey manual for architectural Cost Share projects, "Guidelines for Conducting Architectural Cost Share Survey in Virginia, 2005-2006" at http://www.dhr.virginia.gov/homepage_features/jobs4.htm. If this link does not work – go to the home page of the DHR web site at www.dhr.virginia.gov/, and on the second page, select the Employment & Procurement link on the right side of the page.** Please note that DHR's survey manual is undergoing revision. Guidance in the survey manual draft that is in effect when the contract for this project is executed will apply to work carried out for the duration of the contract.

IV. REPORTING AND DELIVERY INSTRUCTIONS: (also see the Schedule Overview, item VI)

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and City officials to discuss the goals, progress, and findings of the project. The **first project meeting** shall be held by **Monday, April 30, 2007**, the **second project meeting** by **Wednesday, October 31, 2007**, and the **final project meeting** by **Thursday, May 1, 2008**, at which point all work on the project for the purposes of this contract must be completed and provided to DHR, unless

other arrangements have been made in advance.

At the discretion of the City and DHR, a **public information meeting** may be held during either the initial stage of the project, which may be combined with the **first project meeting**, or at the conclusion of the project. If a public meeting is held, at the meeting, the consultant will be expected to make a brief presentation on project methodology, and if the meeting is held at the completion of the project, the presentation shall include information about findings resulting from the study.

- A. The contractor must attend a **project orientation meeting** to discuss the project with DHR staff if the contractor has not been directly involved in a Cost Share program project within the past 12 months, and may also be required to attend a **training meeting** at DHR's Richmond office to receive DSS training, if needed (see item III.B.1. above). The project orientation and training meetings must be held prior to the **first project meeting** with DHR and City staff, which is to be held by **Monday, April 30, 2007**.
- B. The contractor must attend the **first project meeting** with DHR's Roanoke Region Preservation Office (RRPO) staff and City officials no later than **Monday, April 30, 2007** to discuss the project. A windshield survey to view examples of the pre-selected resources may be conducted as part of this meeting. At the discretion of the City and DHR, this meeting may also include a **public information meeting**; otherwise a separate public information meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by Tuesday, July 31, 2007).
- C. By **Tuesday, July 31, 2007**, the project must be **twenty-five percent (25%) complete**. Evidence of the status of completion shall be provided to DHR, and to the City if so requested, by submission of a sample of **no less than ten (10) draft property documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps). The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- D. By **Wednesday, October 31, 2007**, the project must be **fifty percent (50%) complete**. By this date, the contractor must meet with DHR staff and City officials to discuss the progress of the project. **No less than fifteen (15) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos, and copies of maps), in addition to those already submitted as referenced in item IV.3. above, for a total of 25, must be provided by this date to DHR, and the City if so requested. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- E. By **Tuesday, January 15, 2008**, the project must be **seventy-five percent (75%)**

complete. Evidence of the status of completion shall be provided to DHR, and to the City if so requested, by submission of **no less than fifteen (15) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3. and 4., above, for a total of no less than 40 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.

- F.** By **Friday, April 4, 2008**, submission is due to DHR, and to the City if so requested, of **no less than ten (10) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3., 4 and 5., above, for a total of no less than 50 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- G.** No later than close of business on **Thursday, May 1, 2008**, **all complete, final documentation products** (printed and electronic documentation forms, photographs, site plans, maps, and negatives) must be received by DHR, unless an alternative agreement has been previously negotiated with DHR. Final documentation products shall be consistent with DHR requirements, and shall reflect comments resulting from review by DHR and the City of draft materials submitted by the contractor to DHR, and the City if requested, according to the schedule outlined above in sections IV.3 through 6. During the period beginning **Monday, May 19, 2008**, to the close of the contract on **Friday, June 13, 2008**, final documentation products and payments shall be processed by DHR.

V. CONTRACTOR DATA SHEET

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. _____ years _____ months.
3. REFERENCES: Indicate below a listing of at least three (3) recent references for whom you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

ADDRESS

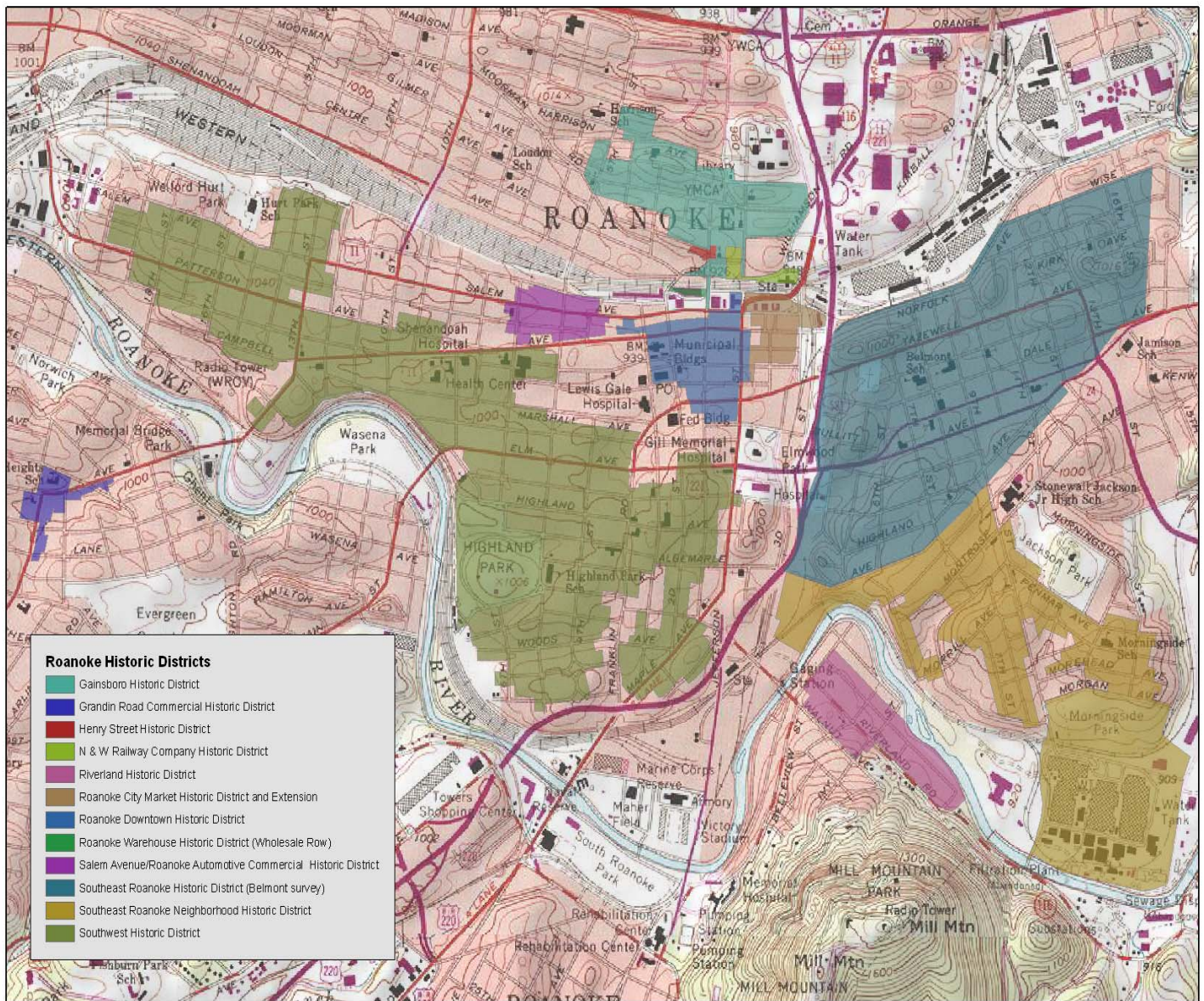
DATE OF SERVICE

PERSON TO
CONTACT &
PHONE NO.[illegible]

VI. SCHEDULE OVERVIEW

See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates for deliverables

Wednesday, February 7, 2007	RFP issued.
Friday, February 23, 2007	Deadline at 4:00 PM for receipt of proposals in DHR's Administrative Services Division Office, 10 Courthouse Avenue, Petersburg, VA 23803.
Monday, April 30, 2007	First project meeting with contractor, DHR, and City officials to be held by this date (location to be determined).
Tuesday, July 31, 2007	Project to be twenty-five percent (25%) complete by this date. Minimum of ten (10) reconnaissance documentation forms on selected properties in the City of Roanoke, in addition to those already provided, due by this date.
Wednesday, October 31, 2007	Second project meeting with contractor, DHR, and City officials to be held by this date (location to be determined). Project to be fifty percent (50%) complete by this date. Minimum of fifteen (15) reconnaissance documentation forms on properties in the City of Roanoke, in addition to those already provided, due by this date.
Tuesday, January 15, 2008	Project to be seventy-five percent (75%) complete by this date. Minimum of fifteen (15) reconnaissance documentation forms on properties in the City of Roanoke, in addition to those already provided, due by this date.
Friday, April 4, 2008	Minimum of ten (10) reconnaissance documentation forms on properties in the City of Roanoke, in addition to those already provided, due by this date.
Thursday, May 1, 2008	All complete final documentation packages due – all work for the project is to be completed by this date.



The Historic Districts of Roanoke, VA



Maped By CSW, January 24, 2007
VDHR 2007, VGIN 2002, National Geographic 2003



VII. Map of City of Roanoke

Map prepared from information on file at DHR's Archives (image not to scale).

ATTACHMENT G

**BALD KNOB HISTORIC DISTRICT
ARCHITECTURAL SURVEY
AND
PRELIMINARY INFORMATION FORM

TOWN OF ROCKY MOUNT**

PROJECT OVERVIEW

Issue Date: Wednesday, February 7, 2007

Title: Bald Knob Historic District Architectural Survey and Preliminary Information Form

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

Location Where Work Will Be Performed: Town of Rocky Mount, Virginia

Period of Contract: From Date of Award through Friday, June 13, 2008.

Responses will be received until **4:00 PM, Friday, February 23, 2007**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by fax, or by e-mail, to:

Mrs. Jennifer Mayton
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803

Phone number: (804) 862-6408
E-mail: Jennifer.Mayton@dhr.virginia.gov

All inquiries for information about this solicitation should be directed to Mrs. Mayton.

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I. PURPOSE:

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to survey architectural properties in, and prepare a Preliminary Information Form for the Bald Knob Historic District (District).

II. BACKGROUND:

In 2006, DHR and the Town Rocky Mount (Town) determined to enter into an agreement to share the cost of documenting a minimum approximately 150 properties in the Bald Knob Historic District and the preparation of a PIF for the District. This project continues historic resources documentation and evaluation begun in 2006 with a Cost Share project in the Town's Pigg River area.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town and DHR and that is delivered in a timely manner.

III. STATEMENT OF NEEDS:

The contractor shall provide all labor and materials to document approximately 150 properties in the Bald Knob Historic District and to prepare a PIF for the District. The contractor shall provide documentation forms, photographs, and other materials to make a complete documentation package according to DHR standards for each property documented. Field investigations and preparation of all documentation materials shall be consistent with the procedures established by the *Secretary of the Interior's Guidelines for a Comprehensive Reconnaissance Survey*.

The final products will consist of approximately 150 reconnaissance-level documentation forms with accompanying materials and a PIF on the Bald Knob Historic District. The PIF documentation shall be prepared in a manner consistent with DHR guidelines and with National Park Service guidelines and requirements. The contractor shall prepare an inventory that identifies each building documented for this project in the proposed historic district as either contributing or non-contributing, which will subsequently become part of the National Register of Historic Places and Virginia Landmarks Register nomination for the Bald Knob Historic District, if the District is found eligible for state and national designation. During the initial phase of the project, as documentation on properties in the District gets underway, the contractor shall provide recommendations concerning the proposed historic district's boundaries, and the boundaries will be finalized in consultation with DHR and Town staff.

A. DOCUMENTATION PRODUCTS

1. **RECONNAISSANCE DOCUMENTATION FILES:** Each documentation form shall record a single property, including primary and secondary resources, and shall require a single documentation form.⁶ The following materials shall be provided:

- a. Two (2) sets of hard copy reconnaissance-level documentation forms on approximately 150 properties. The forms must adequately document each property. The contractor shall conduct data entry for these properties in the Data Sharing System (DSS) program used by DHR and local governments in Virginia. The documentation forms shall be printouts from the DSS program.

An adequate reconnaissance-level documentation form includes:

1. A detailed physical description of the primary resource as well as a brief description of each of the secondary resources on the property.
 2. A one- to three-sentence evaluation of the property, placing it in its local historical and architectural context, beyond the parameters of the property's neighborhood, historic district, community, region, and state as appropriate.
 3. If the property is located in a historic district that is listed in the National Register of Historic Places or the Virginia Landmarks Register, or in an eligible or potentially eligible historic district, the form shall state whether the property and all resources on the property are considered to be contributing or non-contributing within the historic district.
- b. Two (2) sets of 3½" x 5" black and white, archivally stable photos shall accompany the documentation forms, placed in neatly labeled DHR photo transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained). The photos must adequately document the property, must be processed using black and white processing methods, shall have a glossy finish, and shall be labeled according to DHR requirements.
Note that photos not prepared as described herein may be returned to the contractor for reprocessing at the contractor's expense.

Adequate reconnaissance-level photographic documentation includes:

1. A minimum of two (2) exterior photos showing different views of the

⁶Property is defined as a geographic area that contains resources. Resource is defined as a building, structure, site or object.

primary resource, which must include the primary façade(s), and secondary facades if accessible; **and**

2. A minimum of one (1) exterior photo per secondary resource, or for a group of secondary resources if they are located close together, for both contributing and non-contributing resources.
 3. Photographs that sufficiently illustrate the architectural character of the resource(s). At least one (1) photograph shall be taken at close range, sufficient to show details of design, construction, or materials.
- c. Two (2) copies of a site plan sketch of each property (not to scale is acceptable) indicating the relationship between the primary resource(s) and any secondary resource(s), and the public sidewalk and street or road and neighboring properties. The site plan sketch shall include depiction of significant landscape features (such as hardscapes, plant materials, and structures such as fences and walls), the public sidewalk and main street or road, and any significant natural features such as creeks and rivers. Maps or drawings provided by the Town may be used for site plans, if they provide or have added to them the necessary information as stated above.
 - d. Two (2) copies of the relevant section of the appropriate USGS topographic map for each property, labeled with the property address and DHR resource number.
 - e. Two (2) copies of sections of base maps highlighting individual property locations (see Maps, item 7, below).

2. DOCUMENTATION MATERIALS PROCESSING:

- A. One (1) set of hard-copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to DHR; one (1) set of hard copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to the Town.
- B. Materials submitted to DHR for each documented property shall be placed in DHR documentation file envelopes neatly labeled in pencil with up to five (5) consecutively numbered properties in each file folder for reconnaissance-level documentation files. Note that some documentation materials resulting from this project may be integrated with existing materials on file at DHR. Materials on any properties that are being redocumented for this project shall be submitted to DHR in plain envelopes; they need not be submitted in DHR archives envelopes.

- C. All materials provided to DHR shall be fully and carefully reviewed and proofread for compliance with DHR and National Park Service requirements, and checked for typographical errors before submission to DHR. Materials that are not satisfactory shall be returned to the contractor for proofreading, editing, and correction of any errors and omissions.

3. PHOTOGRAPHIC NEGATIVES:

One (1) set of all negatives produced by the documentation project shall be processed according to DHR standards and submitted to DHR upon completion of the project.

4. DIGITAL IMAGES:

In addition to the print images specified above, the contractor shall provide digital images to DHR, that adequately document the primary resource and a minimum of one image per secondary resource or group of secondary resources (contributing and non-contributing). Digital images must sufficiently illustrate the architectural character of the resource; at least one (1) digital image shall be taken at close range. Images shall be saved on a CD-ROM in a TIF format at a resolution of at least 300 dpi. An electronic file folder with the DHR resource number shall be created. Individual digital images shall be named according to the following convention: with the resource number and the year the photo was taken, followed by a brief description (for example, “062-5003-0001_2005_front_elevation” and “062-5003-0001_2005_barn” in the 062-5003-0001 property folder).

5. HISTORIC DISTRICT BOUNDARIES:

The consultant shall use the guidance in DHR’s survey manual for determining the boundaries of the historic district (see Section III. B. 3. below), shall consult with DHR’s Roanoke Regional Preservation Office (RRPO) as needed to identify defensible boundaries for the district, and shall propose final boundaries during the initial phase of the project (due at the 25% completion point).

6. PRELIMINARY INFORMATION FORM:

The contractor shall prepare a PIF for the Bald Knob District, which will include an inventory prepared according to standard requirements for a National Register and Virginia Landmarks Register nomination inventory, identifying each building documented for this project in the proposed historic district as either contributing or non-contributing. The PIF will be presented to the State Review Board and Historic Resources Board at its June 2008 meeting (exact date to be determined). DHR staff will make the presentation; however, the contractor may be asked to attend the meeting. DHR requirements for a complete PIF must be met, following

the guidance provided for preparation of a PIF for historic districts (the PIF can be downloaded from DHR's web site, at <http://www.dhr.virginia.gov/> - see the download library on page http://www.dhr.virginia.gov/homepage_general/download.load.htm).

- a. The PIF shall include: 1) an architectural history summation of the properties surveyed; and 2) a discussion of historic contexts for the resources surveyed, which relates in particular to the industrial history of Rocky Mount and Bald Knob's development as housing for furniture manufacturing employees.
- b. An inventory with a brief description of all documented properties shall be included. The list shall be generated from the DSS data base developed through the survey. All resources included in the inventory shall be identified in terms of whether they contribute or do not contribute to the character of the District. The inventory shall be prepared according to DHR guidelines, and shall include property name and DHR resource number for each property in the District. Maps and bibliography shall be included with the PIF.
- c. The consultant shall use the guidance in DHR's survey manual for determining the boundaries of the historic district (see Section III. B. 3. below) and shall consult with DHR's Capital Region Preservation Office (CRPO) and the County as needed to identify boundaries for the district, and shall propose final boundaries during the initial phase of the project (due at the 25% completion point).
- d. The PIF shall be provided on separate MS-DOS compatible disks to facilitate editing and reproduction. The template for the PIF provided by DHR shall be used.

7. MAPS:

All documented properties shall be mapped, and labeled with the property name and DHR file number, on two (2) sets of base maps provided by the Town. The contractor shall provide one (1) set of labeled maps to DHR, and one (1) set to the Town. Each map must clearly show each documented property neatly labeled by address, property boundaries, street names, approximate scale, and a north arrow. Photocopies of sections of Town base maps highlighting individual property locations shall be a part of each property documentation file.

In addition, one (1) set of appropriate USGS quadrangle map(s) showing the documented area in pencil shall be submitted to DHR.

B. DOCUMENTATION PREPARATION

1. PROJECT ORIENTATION AND TRAINING:

- a. The contractor must attend a **project orientation meeting** with the DHR Survey Manager and DHR Archivist prior to the first project meeting, if the contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include the DSS training described in item III.B.1.b, below, and can be coordinated with conducting required background research in DHR's Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project on file in DHR's Archives (copies are free of charge, and are to be provided to the Town at the end of the project).
- b. If the contractor has not had DSS training, or if the contractor has not received DSS training within six months prior to beginning work on this project, the contractor **must** attend a **DHR training program in DSS** with DHR's DSS Manager before the first project meeting with DHR and Town staff (training shall be coordinated with DHR's DSS Manager). **The individuals who will be entering data into DSS for this project must attend this training in person.** Documentation materials and training information on use of the DHR DSS database system, and requirements for submitting DSS data to DHR for this project, shall be provided at this time.

2. BACKGROUND RESEARCH:

Prior to beginning fieldwork, the contractor must review existing materials relevant to the project area held by the DHR Archives, including earlier comprehensive documentation on properties in the Town and existing historic district and individual property nominations for district(s) and properties in the Town. It is also expected that the contractor shall examine pertinent information pertaining to the Town's industrial history as a center for furniture manufacturing. The Town's governmental records will be examined, and it is expected that the contractor shall also carry out additional background research in other repositories, as necessary.

- 3. FOR DOCUMENTATION REQUIREMENTS see the DHR website, Employment & Procurement opportunities page, for the current copy of DHR's survey manual for architectural Cost Share projects, "Guidelines for Conducting Architectural Cost Share Survey in Virginia, 2005-2006" at http://www.dhr.virginia.gov/homepage_features/jobs4.htm. If this link does not work – go to the home page of the DHR web site at www.dhr.virginia.gov/, and on the second page, select the Employment & Procurement link on the right side of the page. Please note that DHR's survey manual is undergoing revision. Guidance in the survey manual draft that is in effect when the contract for**

this project is executed will apply to work carried out for the duration of the contract.

IV. **REPORTING AND DELIVERY INSTRUCTIONS:** (also see the Schedule Overview, item VI)

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and Town officials to discuss the goals, progress, and findings of the project. The **first project meeting** shall be held by **Monday, April 30, 2007**, the **second project meeting** by **Wednesday, October 31, 2007**, and the **final project meeting** by **Thursday, May 1, 2008**, at which point all work on the project for the purposes of this contract must be completed and provided to DHR, unless other arrangements have been made in advance.

It is anticipated that there will be at least one **public meeting** during the initial stage of the project, which may be combined with the **first project meeting**; the consultant will be expected to make a brief presentation on the proposed project methodology at these meetings. At the **final project meeting**, which is expected to include a **public meeting** component, the contractor may be asked to provide a brief 10 to 15 minute informal presentation about the project and the findings resulting from it.

- A. The contractor must attend a **project orientation meeting** to discuss the project with DHR staff if the contractor has not been directly involved in a Cost Share program project within the past 12 months, and may also be required to attend a **training meeting** at DHR's Richmond office to receive DSS training, if needed (see item III.B.1. above). The project orientation and training meetings must be held prior to the **first project meeting** with DHR and Town staff, which is to be held by **Monday, April 30, 2007**.
- B. The contractor must attend the **first project meeting** with DHR's Roanoke Regional Preservation Office (RRPO) staff and Town officials no later than **Monday, April 30, 2007** to discuss the project. A windshield survey of the project area may be conducted as part of this meeting. Part of this meeting may also include a **public information meeting**; otherwise a separate public information meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by Tuesday, July 31, 2007).
- C. By **Tuesday, July 31, 2007**, the project must be **twenty-five percent (25%) complete**. Evidence of the status of completion shall be provided to DHR, and to the Town if so requested, by submission of a sample of **no less than forty (40) draft property documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps). The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. By this date, the contractor shall also provide DHR and the Town with **recommendations concerning proposed final boundaries for the historic district**.

- D. By **Wednesday, October 31, 2007**, the project must be **fifty percent (50%)** complete. By this date, the contractor must meet with DHR staff and Town officials to discuss the progress of the project. **No less than forty (40) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos, and copies of maps), in addition to those already submitted as referenced above in item IV.3., for a total of 80, must be provided by this date to DHR, and the Town if so requested. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- E. By **Tuesday, January 15, 2008**, the project must be **seventy-five percent (75%)** complete. Evidence of the status of completion shall be provided to DHR, and to the Town if so requested, by submission of **no less than forty (40) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3. and 4., above, for a total of no less than 120 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. Also due by this date is a **complete draft of the Preliminary Information Form for the Bald Knob Historic District**.
- F. By **Friday, April 4, 2008**, submission is due to DHR, and to the Town if so requested, of **no less than thirty (30) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3., 4 and 5., above, for a total of no less than 150 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. Also due to DHR by this date is a **final, complete, Preliminary Information Form and all accompanying materials**. These materials shall be ready for presentation at the June 2008 State Review Board meeting (exact deadlines for submission of district nominations to DHR to be on the agenda for this meeting have not yet been determined).
- G. No later than close of business on **Thursday, May 1, 2008, all complete, final documentation products** (printed and electronic documentation forms, photographs, site plans, maps, and negatives) must be received by DHR, unless an alternative agreement has been previously negotiated with DHR. Final documentation products shall be consistent with DHR requirements, and shall reflect comments resulting from review by DHR and the Town of draft materials submitted by the contractor to DHR, and the Town if requested, according to the schedule outlined above in sections IV.3 through 6. During the period beginning **Monday, May 19, 2008**, to the close of the contract on **Friday, June 13, 2008**, final documentation products and payments shall be processed by DHR.

V. CONTRACTOR DATA SHEET

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. _____ years _____ months.
3. REFERENCES: Indicate below a listing of at least three (3) recent references for whom you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT

ADDRESS

DATE OF SERVICE

PERSON TO
CONTACT &
PHONE NO.

[illegible]

VI. SCHEDULE OVERVIEW

See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates for deliverables

Wednesday, February 7, 2007	RFP issued.
Friday, February 23, 2007	Deadline at 4:00 PM for receipt of proposals in DHR's Administrative Services Division Office, 10 Courthouse Avenue, Petersburg, VA 23803.
Monday, April 30, 2007	First project meeting with contractor, DHR, and Town officials to be held by this date (location to be determined).
Tuesday, July 31, 2007	Project to be twenty-five percent (25%) complete by this date. Minimum of forty (40) reconnaissance documentation forms on properties in the historic district and recommendations concerning proposed Bald Knob Historic District boundaries due by this date.
Wednesday, October 31, 2007	Second project meeting with contractor, DHR, and Town officials to be held by this date (location to be determined). Project to be fifty percent (50%) complete by this date. Minimum of forty (40) reconnaissance documentation forms on properties in the Bald Knob Historic District due by this date.
Tuesday, January 15, 2008	Project to be seventy-five percent (75%) complete by this date. Minimum of forty (40) reconnaissance documentation forms on properties in the historic district in addition to those already provided, and a complete draft Preliminary Information Form due by this date.
Friday, April 4, 2008	Minimum of thirty (30) reconnaissance documentation forms on properties in the historic district in addition to those already provided, and a final, complete, Preliminary Information Form with all accompanying materials due by this date.
Thursday, May 1, 2008	All complete final documentation packages due – all work for the project is to be completed by this date.
June 2008 (exact date TBD)	State Review Board meeting– presentation of Preliminary Information Form on the Bald Knob Historic District (contractor may be asked to attend this meeting).

ATTACHMENT H

**SOUTH BOSTON
HISTORIC DISTRICT
SURVEY, UPDATE, AND AMENDMENT**

TOWN OF SOUTH BOSTON

PROJECT OVERVIEW

Issue Date: Wednesday, February 7, 2007

Title: South Boston Historic District Survey, Update, and Amendment

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

Location Where Work Will Be Performed: Town of South Boston, Virginia

Period of Contract: From Date of Award through Friday, June 13, 2008.

Responses will be received until **4:00 PM, Friday, February 23, 2007**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by fax, or by e-mail, to:

Mrs. Jennifer Mayton
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803

Phone number: (804) 862-6408
E-mail: Jennifer.Mayton@dhr.virginia.gov

All inquiries for information about this solicitation should be directed to Mrs. Mayton.

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I. PURPOSE:

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to survey several neighborhoods, buildings and sites adjoining the existing South Boston Historic District, listed in the Virginia Landmarks Register and the National Register of Historic Places, for inclusion in the existing historic district. The project will re-survey about 49 properties within the existing historic district, and will update and amend the existing National Register of Historic Places historic district nomination to include the areas being surveyed for the first time.

II. BACKGROUND:

In 2006, DHR and the Town of South Boston (Town) determined to enter into an agreement to share the cost of updating and amending the existing National Register of Historic Places/Virginia Landmarks Register historic district nomination, to include consideration of properties in areas adjoining the historic district, which will consist of documentation of a minimum of 140 and no more than 175 properties at the reconnaissance level (approximately 49 of these properties will consist of redocumentation). The South Boston Historic District was listed in the National Register of Historic Places and Virginia Landmarks Register in 1986. Since listing, changes to resources in and around the historic district, the passage of time, and interest in qualifying for incentive programs such as the historic rehabilitation tax credit programs, present the need to update the historic district, including district boundaries and period of significance.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town and DHR and that is delivered in a timely manner.

III. STATEMENT OF NEEDS:

The contractor shall provide all labor and materials to survey several neighborhoods, buildings and sites adjoining the existing South Boston Historic District, which is listed in the Virginia Landmarks Register and the National Register of Historic Places, for addition to the existing historic district. The project will re-survey about 49 properties within the existing historic district, and will update and amend the existing National Register of Historic Places historic district nomination to include the areas being surveyed for the first time. The survey will consist of a minimum of 140 and no more than 175 properties documented at the reconnaissance level (approximately 49 consisting of redocumentation).

The contractor shall provide documentation forms, photographs, and other materials to make a complete documentation package according to DHR standards for each property documented. For the approximately 49 properties that have been surveyed previously, redocumentation shall consist of an update of existing information. Field investigations and preparation of all

documentation materials shall be consistent with the procedures established by the *Secretary of the Interior's Guidelines for a Comprehensive Reconnaissance Survey*.

The contractor shall prepare an inventory that identifies each building documented for this project as either contributing or non-contributing to the South Boston Historic District, which will become part of the updated National Register of Historic Places and Virginia Landmarks Register nomination. All National Register of Historic Places and Virginia Landmarks Register documentation shall be prepared in a manner consistent with DHR guidelines and with National Park Service guidelines and requirements. During the initial phase of the project, as documentation on properties and project research gets underway, the contractor shall provide recommendations concerning the historic district's amended boundaries; the boundaries will be finalized in consultation with DHR and Town staff. The amended National Register nomination package must be completed in time for presentation at the June 2008 State Review Board/Historic Resources Board (SRB/HRB) meeting (exact date to be determined), and all due dates for submission of materials to DHR and for meetings prior to the June SRB/HRB meeting *must* be met by the contractor.

A. DOCUMENTATION PRODUCTS

- 1. RECONNAISSANCE DOCUMENTATION FILES:** Each documentation form shall record a single property, including primary and secondary resources, and shall require a single documentation form.⁷ The following materials shall be provided:
 - a.** Two (2) sets of hard copy reconnaissance-level documentation forms (minimum of 140 and no more than 175 properties). The forms must adequately document each property. The contractor shall conduct data entry for these properties in the Data Sharing System (DSS) program used by DHR and local governments in Virginia. The documentation forms shall be printouts from the DSS program.

An adequate reconnaissance-level documentation form includes:

- 1.** A detailed physical description of the primary resource as well as a brief description of each of the secondary resources on the property.
- 2.** A one- to three-sentence evaluation of the property, placing it in its local historical and architectural context, beyond the parameters of the property's neighborhood, historic district, community, region, and state as appropriate.
- 3.** If the property is located in a historic district that is listed in the National

⁷Property is defined as a geographic area that contains resources. Resource is defined as a building, structure, site or object.

Register of Historic Places or the Virginia Landmarks Register, or in an eligible or potentially eligible historic district, the form shall state whether the property and all resources on the property are considered to be contributing or non-contributing within the historic district.

- b. Two (2) sets of 3½" x 5" black and white, archivally stable photos shall accompany the documentation forms, placed in neatly labeled DHR photo transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained). The photos must adequately document the property, must be processed using black and white processing methods, shall have a glossy finish, and shall be labeled according to DHR requirements. **Note that photos not prepared as described herein may be returned to the contractor for reprocessing at the contractor's expense.**

Adequate reconnaissance-level photographic documentation includes:

1. A minimum of two (2) exterior photos showing different views of the primary resource, which must include the primary façade(s), and secondary facades if accessible; **and**
 2. A minimum of one (1) exterior photo per secondary resource, or for a group of secondary resources if they are located close together, for both contributing and non-contributing resources.
 3. Photographs that sufficiently illustrate the architectural character of the resource(s). At least one (1) photograph shall be taken at close range, sufficient to show details of design, construction, or materials.
- c. Two (2) copies of a site plan sketch of each property (not to scale is acceptable) indicating the relationship between the primary resource(s) and any secondary resource(s), and the public sidewalk and street or road and neighboring properties. The site plan sketch shall include depiction of significant landscape features (such as hardscapes, plant materials, and structures such as fences and walls), the public sidewalk and main street or road, and any significant natural features such as creeks and rivers. Maps or drawings provided by the Town may be used for site plans, if they provide or have added to them the necessary information as stated above.
 - d. Two (2) copies of the relevant section of the appropriate USGS topographic map for each property, labeled with the property address and DHR resource number.
 - e. Two (2) copies of sections of base maps highlighting individual property locations (see Maps, item 7, below).

2. DOCUMENTATION MATERIALS PROCESSING:

- A.** One (1) set of hard-copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to DHR; one (1) set of hard copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to the Town.
- B.** Materials submitted to DHR for each documented property shall be placed in DHR documentation file envelopes neatly labeled in pencil with up to five (5) consecutively numbered properties in each file folder for reconnaissance-level documentation files. Note that some documentation materials resulting from this project may be integrated with existing materials on file at DHR. Materials on any properties that are being redocumented for this project shall be submitted to DHR in plain envelopes; they need not be submitted in DHR archives envelopes.
- C.** All materials provided to DHR shall be fully and carefully reviewed and proofread for compliance with DHR and National Park Service requirements, and checked for typographical errors before submission to DHR. Materials that are not satisfactory shall be returned to the contractor for proofreading, editing, and correction of any errors and omissions.

3. PHOTOGRAPHIC NEGATIVES:

One (1) set of all negatives produced by the documentation project shall be processed according to DHR standards and submitted to DHR upon completion of the project.

4. DIGITAL IMAGES:

In addition to the print images specified above, the contractor shall provide digital images to DHR, that adequately document the primary resource and a minimum of one image per secondary resource or group of secondary resources (contributing and non-contributing). Digital images must sufficiently illustrate the architectural character of the resource; at least one (1) digital image shall be taken at close range. Images shall be saved on a CD-ROM in a TIF format at a resolution of at least 300 dpi. An electronic file folder with the DHR resource number shall be created. Individual digital images shall be named according to the following convention: with the resource number and the year the photo was taken, followed by a brief description (for example, “062-5003-0001_2005_front_elevation” and “062-5003-0001_2005_barn” in the 062-5003-0001 property folder).

5. HISTORIC DISTRICT BOUNDARIES:

The consultant shall use the guidance in DHR's survey manual for determining the amended boundaries of the historic district (see Section III. B. 3. below) and shall consult with DHR's Capital Region Preservation Office (CRPO) as needed to identify defensible boundaries for the district, and shall propose final boundaries during the initial phase of the project (due at the 25% completion point).

6. NATIONAL REGISTER OF HISTORIC PLACES AND VIRGINIA LANDMARKS REGISTER NOMINATION AMENDMENT:

The contractor shall update and amend the National Register of Historic Places and Virginia Landmarks Register nomination for the proposed historic district. In addition to the requirements as presented in National Register Bulletin 16-A, DHR requires the following materials:

- a. An additional 5" X 7" publication quality black-and-white photograph printed on archivally stable paper, submitted with the amended National Register nomination form (a total of two (2) publication quality photos per nomination), and an additional set of nomination photographs, at a minimum size of 3 ½" x 5", printed on archivally stable paper (a total of two (2) sets per nomination).
- b. Negatives associated with the National Register nomination labeled according to DHR standards.
- c. Slides illustrating the historic district (these are required for the presentation to the State Review Board and Historic Resources Board, and will be added to DHR's slide library).
- d. Digital images of the views of which slides are provided are required, labeled according to the protocol outlined in item III.A.4.
- e. An inventory with a brief description of all properties in the historic district, including proposed expansion areas and all documented properties, included at the conclusion of Section 7 of the amended National Register nomination form. The list shall be generated from the DSS database developed through the survey. For the nomination, all resources in the district shall be included in the inventory, and shall be identified in terms of whether they contribute or do not contribute to the character and significance of the historic district. The inventory shall be prepared according to guidelines for preparing an inventory for a National Register of Historic Places nomination form, and shall include property name and DHR resource number for each property in the historic district. Maps and a bibliography shall be included with the nomination.
- f. The nomination package shall include a list of all property owners and mailing addresses of record within the historic district, and a separate list of all property

owners with mailing addresses whose properties are adjacent to the historic district. **The Town shall provide this list, along with two (2) sets of mailing labels for property owners within the historic district, and two (2) sets of mailing labels for owners whose properties are adjacent to the historic district, to the contractor.**

- g. The National Register nominations shall be provided on separate MS-DOS compatible disks to facilitate editing and reproduction. The template for the nominations will be provided by DHR.

7. **MAPS:**

All documented properties shall be mapped, and labeled with the property name and DHR file number, on two (2) sets of base maps provided by the Town. The contractor shall provide one (1) set of labeled maps to DHR, and one (1) set to the Town. Each map must clearly show each documented property neatly labeled by address, property boundaries, street names, approximate scale, and a north arrow. Photocopies of sections of Town base maps highlighting individual property locations shall be a part of each property documentation file.

In addition, one (1) set of appropriate USGS quadrangle map(s) showing the documented area in pencil shall be submitted to DHR.

B. **DOCUMENTATION PREPARATION**

1. **PROJECT ORIENTATION AND TRAINING:**

- a. The contractor must attend a **project orientation meeting** with the DHR Survey Manager and DHR Archivist prior to the first project meeting, if the contractor has not been directly involved in a Cost Share program project within 12 months prior to the project contract date. This meeting can include the DSS training described in item III.B.1.b, below, and can be coordinated with conducting required background research in DHR's Archives (see item III.B.2, below). At this time the contractor may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project on file in DHR's Archives (copies are free of charge, and are to be provided to the Town at the end of the project).
- b. If the contractor has not had DSS training, or if the contractor has not received DSS training within six months prior to beginning work on this project, the contractor **must** attend a **DHR training program in DSS** with DHR's DSS Manager before the first project meeting with DHR and Town staff (training shall be coordinated with DHR's DSS Manager). **The individuals who will be**

entering data into DSS for this project must attend this training in person.

Documentation materials and training information on use of the DHR DSS database system, and requirements for submitting DSS data to DHR for this project, shall be provided at this time.

2. BACKGROUND RESEARCH:

Prior to beginning fieldwork, the contractor must review existing materials relevant to the project area held by the DHR Archives, including earlier comprehensive documentation on properties in the Town and existing historic district and individual property nominations for district(s) and properties in the Town. It is also expected that the contractor shall examine all pertinent information related to the proposed project area in the Town's governmental records. It is expected that the contractor shall also carry out background research in other repositories, as necessary.

- 3. FOR DOCUMENTATION REQUIREMENTS see the DHR website, Employment & Procurement opportunities page, for the current copy of DHR's survey manual for architectural Cost Share projects, "Guidelines for Conducting Architectural Cost Share Survey in Virginia, 2005-2006" at http://www.dhr.virginia.gov/homepage_features/jobs4.htm. If this link does not work – go to the home page of the DHR web site at www.dhr.virginia.gov/, and on the second page, select the Employment & Procurement link on the right side of the page. Please note that DHR's survey manual is undergoing revision. Guidance in the survey manual draft that is in effect when the contract for this project is executed will apply to work carried out for the duration of the contract.**

IV. REPORTING AND DELIVERY INSTRUCTIONS: (also see the Schedule Overview, item VI)

During the initial, mid phase, and end of the project, the contractor shall meet with DHR and Town officials to discuss the goals, progress, and findings of the project. The **first project meeting** shall be held by **Monday, April 30, 2007**, the **second project meeting** by **Wednesday, October 31, 2007**, and the **final project meeting** by **Thursday, May 1, 2008**, at which point all work on the project for the purposes of this contract must be completed and provided to DHR, unless other arrangements have been made in advance.

It is anticipated that there will be at least one **public meeting** during the initial stage of the project, which may be combined with the **first project meeting**; the consultant will be expected to make a brief presentation on the proposed project methodology at these meetings. At the **final project meeting**, which is expected to include a **public meeting** component, the contractor may be asked to provide a brief 10 to 15 minute informal presentation about the project and the findings resulting from it.

In addition, the contractor may be asked to attend the public information meeting legally required for consideration of the National Register of Historic Places and Virginia Landmarks Register nomination of the historic district and to make a presentation about the project and its findings at this meeting (typically this is done with a brief slide show or PowerPoint presentation), and/or the June 2008 State Review Board and Historic Resources Board (SRB/HRB) meeting at which the nominations will be considered (exact dates for these meetings are yet to be determined, but it is anticipated that the public meeting will be held in the late April/early May 2008 timeframe, and the SRB/HRB meeting in early June 2008).

- A. The contractor must attend a **project orientation meeting** to discuss the project with DHR staff if the contractor has not been directly involved in a Cost Share program project within the past 12 months, and may also be required to attend a **training meeting** at DHR's Richmond office to receive DSS training, if needed (see item III.B.1. above). The project orientation and training meetings must be held prior to the **first project meeting** with DHR and Town staff, which is to be held by **Monday, April 30, 2007**.
- B. The contractor must attend the **first project meeting** with DHR's Capital Region Preservation Office (CRPO) staff and Town officials no later than **Monday, April 30, 2007** to discuss the project. A windshield survey of the project area may be conducted as part of this meeting. Part of this meeting may also include a **public information meeting**; otherwise a separate public information meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by Tuesday, July 31, 2007).
- C. By **Tuesday, July 31, 2007**, the project must be **twenty-five percent (25%) complete**. Evidence of the status of completion shall be provided to DHR, and to the Town if so requested, by submission of a sample of **no less than twenty-five (25) draft property documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps). The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. By this date, the contractor shall also provide DHR and the Town with **recommendations concerning proposed revised boundaries for the historic district**.
- D. By **Wednesday, October 31, 2007**, the project must be **fifty percent (50%) complete**. By this date, the contractor must meet with DHR staff and Town officials to discuss the progress of the project. **No less than twenty-five (25) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos, and copies of maps), in addition to those already submitted as referenced in item IV.3. above, for a total of 50, must be provided by this date to DHR, and the Town if so requested. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.

- E. By **Tuesday, January 15, 2008**, the project must be **seventy-five percent (75%)** complete. Evidence of the status of completion shall be provided to DHR, and to the Town if so requested, by submission of **no less than twenty-five (25) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3. and 4., above, for a total of no less than 75 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy. Also due by this date is a **complete draft of the National Register of Historic Places and Virginia Landmarks Register nomination for the South Boston Historic District**.
- F. By **Friday, February 29, 2008**, a **final, complete, National Register of Historic Places and Virginia Landmarks Register nomination form and all accompanying materials** are due to DHR and to the Town. These materials shall be ready for presentation at the June 2008 State Review Board and Historic Resources Board meeting (exact due dates for submission of district nominations to DHR to be on the agenda for this meeting have not yet been determined).
- G. By **Friday, April 4, 2008**, submission is due to DHR, and to the Town if so requested, of **no less than twenty-five (25) draft documentation forms** with a sample of no less than five (5) sets of accompanying materials (copies of site plan sketches, photocopies of photos or digital images, and copies of maps) in addition to those already submitted as referenced in items IV.3., 4 and 5., above, for a total of no less than 100 properties. The draft documentation forms shall be submitted on disk to both the DHR Survey Manager and appropriate DHR Regional Office contact; accompanying materials shall be provided to both in hard copy.
- H. No later than close of business on **Thursday, May 1, 2008**, **all complete, final documentation products** (printed and electronic documentation forms, photographs, site plans, maps, and negatives) must be received by DHR, unless an alternative agreement has been previously negotiated with DHR. Final documentation products shall be consistent with DHR requirements, and shall reflect comments resulting from review by DHR and the Town of draft materials submitted by the contractor to DHR, and the Town if requested, according to the schedule outlined above in sections IV.3 through 6. During the period beginning **Monday, May 19, 2008**, to the close of the contract on **Friday, June 13, 2008**, final documentation products and payments shall be processed by DHR.

V. **CONTRACTOR DATA SHEET**

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type

of service. _____ years _____ months.

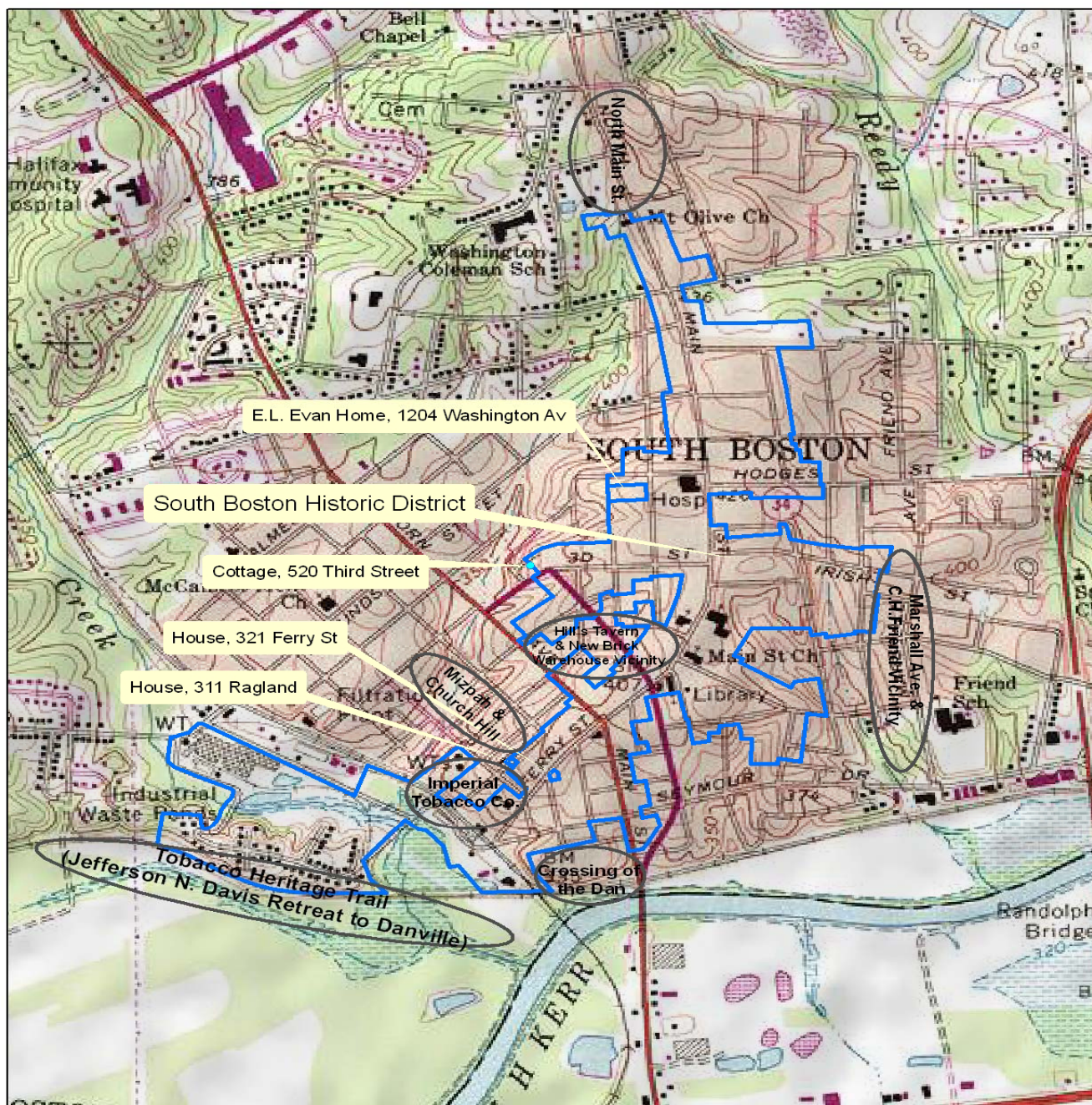
3. REFERENCES: Indicate below a listing of at least three (3) recent references for whom you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT	ADDRESS	DATE OF SERVICE	PERSON TO CONTACT & PHONE NO.
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VI. SCHEDULE OVERVIEW

See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates for deliverables

Wednesday, February 7, 2007	RFP issued.
Friday, February 23, 2007	Deadline at 4:00 PM for receipt of proposals in DHR's Administrative Services Division Office, 10 Courthouse Avenue, Petersburg, VA 23803.
Monday, April 30, 2007	First project meeting with contractor, DHR, and Town officials to be held by this date (location to be determined).
Tuesday, July 31, 2007	Project to be twenty-five percent (25%) complete by this date. Minimum of twenty-five (25) reconnaissance documentation forms on properties in the historic district and recommendations concerning proposed South Boston Historic District boundaries due by this date.
Wednesday, October 31, 2007	Second project meeting with contractor, DHR, and Town officials to be held by this date (location to be determined). Project to be fifty percent (50%) complete by this date. Minimum of twenty-five (25) reconnaissance documentation forms on properties in the South Boston Historic District due by this date.
Tuesday, January 15, 2008	Project to be seventy-five percent (75%) complete by this date. Minimum of twenty-five (25) reconnaissance documentation forms on properties in the historic district in addition to those already provided, and a complete draft National Register of Historic Places and Virginia Landmarks Register nomination on the South Boston Historic District due by this date.
Friday, February 29, 2008	A final, complete, amended National Register of Historic Places and Virginia Landmarks Register nomination with all accompanying materials due by this date to DHR and the Town.
Friday, April 4, 2008	Minimum of twenty-five (25) reconnaissance documentation forms on properties in the historic district in addition to those already provided due by this date.
Thursday, May 1, 2008	All complete final documentation packages due – all work for the project is to be completed by this date.
June 2008 (exact date TBD)	State Review Board/Historic Resources Board meeting – presentation of amended National Register of Historic Places and Virginia Landmarks Register nomination on the South Boston Historic District (contractor may be asked to attend this meeting and/or the legally required public information meeting preceding the boards meeting, during the late April-early May timeframe).



Proposed South Boston Cost Share Survey Areas

Existing Architecture Resources

0 0.05 0.1 0.2 0.3 0.4 Miles

Maped By CSW January 19, 2007
VDHR 2007, VGIN 2002, National Geographic 2003



VII. Map of South Boston Historic District and proposed expansion areas

Map prepared from information on file at DHR's Archives (image not to scale).